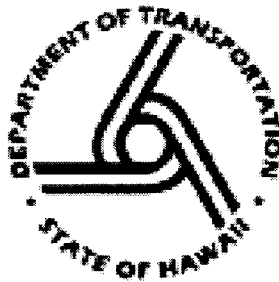


# **Environmental Management System Manual**

**State of Hawaii  
Department of  
Transportation  
Airports Division**



Prepared by:  
**State of Hawaii  
Department of  
Transportation**  
Airports Division  
869 Punchbowl Street  
Honolulu, HI 96813-5907

August 2008  
Version 2.0

CONTROLLED  
DOCUMENT

**No. AIR 001**

**ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL  
STATE OF HAWAII DEPARTMENT OF TRANSPORTATION  
AIRPORTS DIVISION**



Prepared by:  
**STATE OF HAWAII**  
**DEPARTMENT OF TRANSPORTATION**  
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### **Note to users of this EMS Manual**

The set of Environmental Forms assigned to EF-006 in Appendix B is duplicated in Appendix C. For the convenience of having a ready-made numerical tracking reference number, it is recommended that the environmental forms of EF-006 found in Appendix B be used.

**ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL  
STATE OF HAWAII DEPARTMENT OF TRANSPORTATION  
AIRPORTS DIVISION**

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August 2008  
Version 2.0

**CONTROLLED DOCUMENT**



## RECORD OF REVISION

[illegible]

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Chris Takeno, EMS Project Manager  
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Department of Transportation

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## ACRONYMS & ABBREVIATIONS

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BMP	Best Management Practices
CFEMS	Compliance-Focused Environmental Management System
DAGS	Department of Accounting and General Services
DOTA	Department of Transportation – Airports Division
EF	Environmental Form
EMS	Environmental Management System
EP	Environmental Procedure
EPA	United States Environmental Protection Agency
EWP	Environmental Work Practice
HDOH	State of Hawaii Department of Health
HDOT	State of Hawaii Department of Transportation
ISO	International Standards Organization
MS4	Municipal Separate Storm Sewer System
NEIC	National Enforcement Investigation Center
P2	Pollution Prevention
SPCC	Spill Prevention Control and Countermeasure
SWMP	Storm Water Management Program
SWPCP	Storm Water Pollution Control Plan

## 1.0 INTRODUCTION

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### 1.1 Purpose

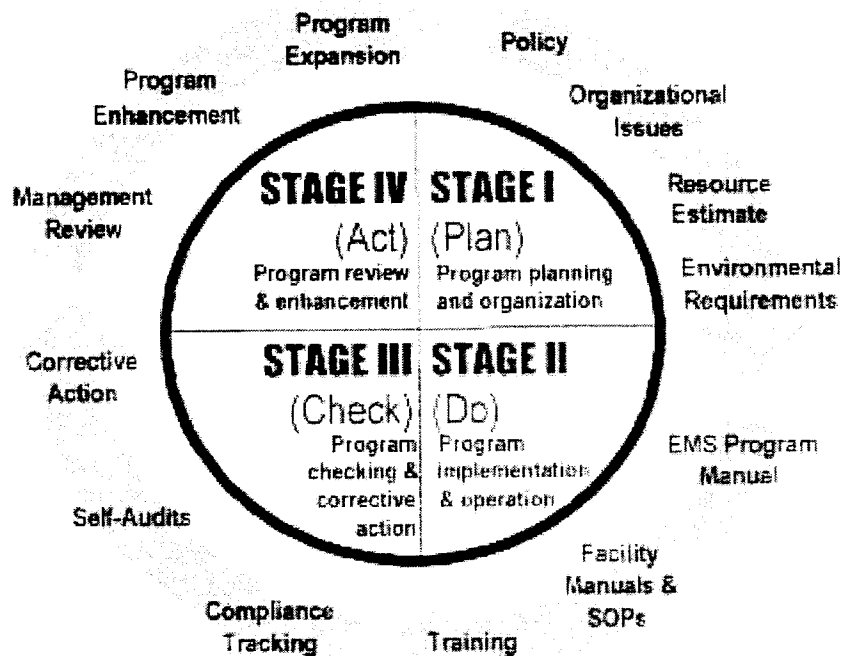
The State of Hawaii Department of Transportation – Airports Division’s environmental program seeks to promote pollution prevention, maintain compliance with environmental laws and regulations, and continually improve its policy and procedures to support environmentally sound practices. A January 30, 2006 Consent Decree between the United States Environmental Protection Agency (EPA), State of Hawaii Department of Health (HDOH), and the State of Hawaii Department of Transportation (HDOT) (“Consent Decree”) requires HDOT to develop and implement an Environmental Management System (EMS). The HDOT views the EMS as an opportunity to formalize and expand its environmental program.

HDOT developed this EMS Manual (Manual) to communicate HDOT’s commitment to develop, implement, maintain, and improve its EMS. This Manual defines the scope of HDOT’s EMS and describes how HDOT addresses the twelve elements central to the EMS; these twelve elements are based on the EPA’s National Environmental Investigative Center (NEIC) EMS model, which incorporates the globally-recognized EMS specifications of International Standards Organization (ISO) 14001. The twelve EMS Elements are:

1. Environmental Policy
2. Organization, Personnel, and Oversight of EMS
3. Accountability and Responsibility
4. Environmental Requirements
5. Assessment, Prevention, and Control
6. Environmental Incident and Noncompliance Investigations
7. Environmental Training, Awareness, and Competence
8. Environmental Planning and Organizational Decision-Making
9. Maintenance of Records and Documentation
10. Pollution Prevention / Best Management Practices Program
11. Continuing Program Evaluation and Improvement
12. Public Involvement / Community Outreach

Based on the “Plan-Do-Check-Act” process (Figure 1), this EMS Manual emphasizes the importance of establishing critical components of policy, organization, oversight, and responsibilities to support implementation of processes and procedures outlined in this manual. This Manual provides a roadmap of how HDOT will specifically address the twelve EMS elements. Once EMS processes and procedures are implemented, the use of self-auditing activities and checklists will be used to monitor progress and performance, and will help to ensure compliance with regulatory requirements and Best Management Practices. Periodic reviews of the EMS shall be conducted to establish new goals and priorities.

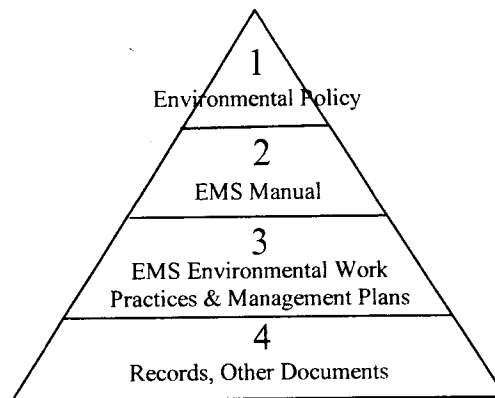
**Figure 1: Plan-Do-Check-Act Model**



The long-term success of the EMS will depend heavily on HDOT's ability to dedicate adequate resources to accomplish the goals and objectives of the EMS within the Department, Division, and at every maintenance baseyard facility throughout the State. This size, scale, and geography require senior administration commitment from HDOT at multiple levels. Each of the organizations involved in EMS implementation must be kept informed of the progress of the EMS, as well as the expected benefits to be gained. An effective communications strategy to disseminate information concerning the EMS is vital to facilitating the understanding and importance of the EMS. The HDOT Airport Division's (DOTA's) EMS provides a mechanism for environmental management throughout its Maintenance Baseyard facilities.

This Manual is also a point of reference, tying together HDOT's EMS-related documents. Major documents referenced in this Manual include the Environmental Compliance Guide; Standard Operating Procedures; Work Instructions; and media-specific planning documents (hazardous waste, storm water management, asbestos, etc.). Figure 2 graphically depicts a hierarchy of the categories of documents and records HDOT uses to ensure a proper-functioning EMS.

**Figure 2: EMS Document and Record Hierarchy Pyramid**



As shown in Figure 2, HDOT's Environmental Policy sits atop the hierarchy pyramid as a Level 1 document. The policy sets the tone and general direction for HDOT's environmental activities and is included in Appendix A. The EMS Manual is a Level 2 document. Level 3 documents provide more detail about environmental program functions and include EMS procedures and management plans, such as Storm Water Pollution Control Plans and Spill Prevention Control and Countermeasure Plans, which provide direction to meet media-specific regulatory requirements. Level 4 documents include records and other documents not listed in Levels 1 through 3. These records and documents are specific to a particular activity or condition and include items like work instructions, inspection checklists, and audit reports.

## **1.2 Applicability**

The scope of this EMS includes all planning, operations, and maintenance activities conducted at DOTA's Maintenance Baseyards that have the potential to impact the environment. The DOTA Maintenance Baseyard facilities include:

1. Hawaii District, Hilo International Airport, DOTA Maintenance Baseyard
2. Hawaii District, Kona International Airport at Keahole, DOTA Maintenance Baseyard
3. Hawaii District, Waimea-Kohala Airport, DOTA Maintenance Baseyard
4. Kauai District, Lihue Airport, DOTA Maintenance Baseyard
5. Oahu District, Honolulu International Airport, DOTA Maintenance Baseyard
6. Oahu District, Dillingham Airfield, DOTA Maintenance Baseyard
7. Oahu District, Kalaeloa Airport, DOTA Maintenance Baseyard
8. Maui District, Kahului Airport, DOTA Maintenance Baseyard
9. Maui District, Kapalua Airport, DOTA Maintenance Baseyard
10. Maui District, Lanai Airport, DOTA Maintenance Baseyard
11. Maui District, Molokai Airport, DOTA Maintenance Baseyard

### **1.3 Issue and Update**

The control of this Manual is in accordance with HDOT's Document Control Procedure (EP-003). A record of revision may be found on page ii. All copies of this Manual not marked "CONTROLLED DOCUMENT" are uncontrolled and should be used for reference purposes only.

Amendments to this manual will be issued by the Division EMS Coordinator or designee.

### **1.4 Manual Organization**

This Manual is divided into three sections. Section 1.0 Introduction, provides the purpose and scope of HDOT's EMS. Section 2.0, HDOT EMS Roadmap, references a roadmap depicting the relationship between HDOT's twelve EMS Elements and HDOT's associated programs/procedures. Section 3.0, Requirements, is subdivided into twelve subsections, each representing (in order) one of the twelve EMS Elements. In these twelve subsections, HDOT describes how it satisfies the associated elements' requirements. In most cases these descriptions include a reference to one or more EMS procedures. This Manual also includes Appendices of tools that have been developed as part of HDOT's EMS.

In addition, there are eleven attachments to this Manual. Each attachment contains information specific to a particular airport maintenance baseyard. The attachments are as follows:

- Attachment I: Honolulu International Airport, DOTA Maintenance Baseyard
- Attachment II: Dillingham Airfield, DOTA Maintenance Baseyard
- Attachment III: Kalaeloa Airport, DOTA Maintenance Baseyard
- Attachment IV: Kahului Airport, DOTA Maintenance Baseyard
- Attachment V: Kapalua Airport, DOTA Maintenance Baseyard
- Attachment VI: Lanai Airport, DOTA Maintenance Baseyard
- Attachment VII: Molokai Airport, DOTA Maintenance Baseyard
- Attachment VIII: Hilo International Airport, DOTA Maintenance Baseyard
- Attachment IX: Kona International Airport at Keahole, DOTA Maintenance Baseyard
- Attachment X: Waimea-Kohala Airport, DOTA Maintenance Baseyard
- Attachment XI: Lihue Airport, DOTA Maintenance Baseyard

## **2.0 HDOT EMS ROADMAP**

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Appendix B provides HDOT's EMS Roadmap. This Roadmap depicts the relationship between the twelve EMS Elements and HDOT's procedures and supporting documentation that have been developed to meet the requirements of the twelve EMS Elements.

Copies of HDOT's Environmental Procedures are also included in Appendix B.



## **3.0 REQUIREMENTS**

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The HDOT has developed a EMS that conforms to the specifications and requirements of the HDOT Environmental Policy and the EPA's NEIC EMS model.

### **3.1 Environmental Policy**

A formal policy is proof of the HDOT's commitment, reflects the commitment of top administration, will be periodically reviewed and revised, and will be consistent with the organizational goals and mission.

On May 5, 2008 HDOT Director of Transportation, Brennon Morioka, signed HDOT's Environmental Policy (Appendix A). This Policy serves as the overarching organizational statement of HDOT's commitment to the EMS and continual improvement. The Policy was issued to all HDOT employees on May 2, 2008 by Memorandum.

The Policy will be periodically reviewed by HDOT's senior administration through the Management Review procedure (EP-008) and revised as necessary to ensure that it remains appropriate to the nature and scope of HDOT's EMS. Methods used to disseminate the Policy to employees and others include:

- Posting in select locations throughout HDOT facilities
- Email/handout to employees and tenants
- Posting on the internet and intranet
- Distributing policy written on a wallet-sized, laminated card
- EMS training

These and similar communication methods will also be employed in the future as the policy is revised.

#### Applicable or Related Procedures & Forms

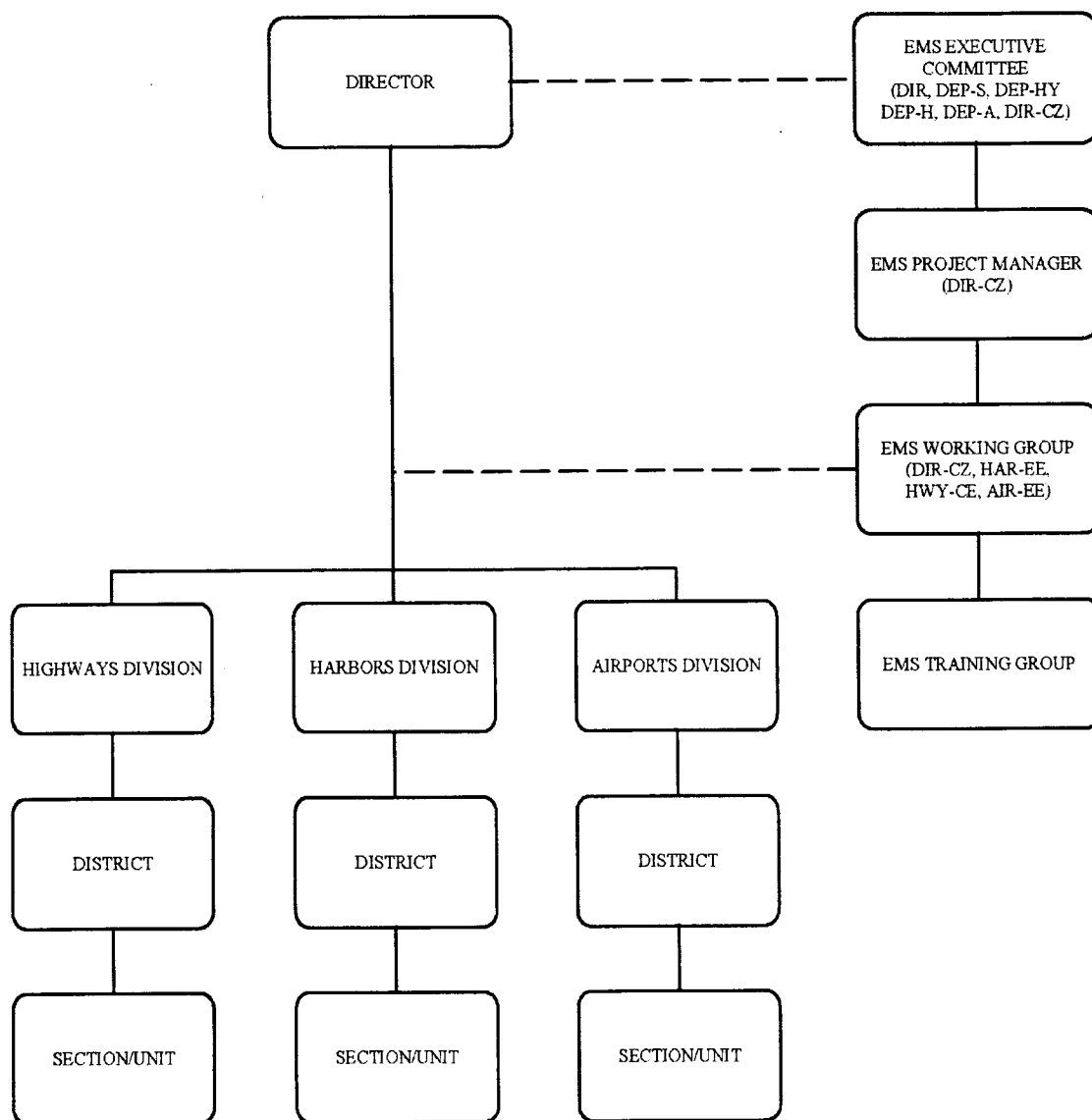
EP-007: Communication

EP-008: Management Review

### **3.2 Organization, Personnel, and Oversight of EMS**

HDOT and DOTA have an established EMS organizational hierarchy which is presented in Figure 3.

**Figure 3: HDOT's EMS Organizational Hierarchy**



Each unit is briefly described below:

**Director of Transportation** - The Director of Transportation is the Senior Administration representative responsible for EMS management performance across HDOT. The Director of Transportation also chairs the EMS Executive Committee.

**EMS Executive Committee** - The EMS Executive Committee is established and appointed by the Director. The committee meets periodically to review and manage overall EMS implementation and sustainment. The EMS Executive Committee is principally responsible for guiding the development of HDOT's EMS and preparing HDOT's Manual and EMS implementation guidance.

**EMS Project Manager** - Management of the EMS starts with the EMS Project Manager. The EMS Project Manager is the key individual overseeing the development, implementation and administration of the EMS for the entire HDOT. The EMS Project Manager will provide status reports to the Director, develop and maintain the EMS with the EMS Working Group, and be the liaison between the EMS Executive Committee and the EMS Working Group.

**EMS Working Group** - A standalone EMS Working Group(s) is appointed by the Executive Committee and endorsed by the Director as required, to address specific issues such as developing document templates and SOPs, conducting internal assessments, and reviewing key processes with environmental aspects associated with HDOT's activities and operations. The EMS Working Group is composed of the Division EMS Coordinators and the EMS Project Manager.

**EMS Training Group** - An EMS Training Group will be appointed by the Executive Committee and endorsed by the Director as required, to broadly categorize and define training requirements for HDOT staff. Specific responsibilities include categorizing and defining training requirements for all levels of HDOT staff, creating a Training Plan for HDOT staff, periodically reviewing training requirements, and updating the Training Plan as appropriate.

**Division EMS Coordinator** – The Division EMS Coordinator carries out the functions associated with EMS management for DOTA. The Division EMS Coordinator is also a member of the EMS Working Group

**Section/Unit Supervisors** – Section/Unit Supervisors manage the daily operations of the DOTA maintenance baseyards and oversee a number of programs, activities, and processes such as waste handling, fuel management, facility maintenance, etc. As such, the Supervisors play an integral role in effective maintenance and sustainability of the EMS.

**DOTA Employees** - All DOTA employees will be responsible for:

- Understanding the Environmental Policy;
- Assisting in the identification of aspects and impacts of activities and operations;
- Participating in EMS process evaluation and improvement efforts at DOTA;
- Understanding their role in the EMS;
- Receiving appropriate training;
- Reporting nonconformances or problems to supervisors.

The organizational structure within HDOT and DOTA allows information to flow up from Districts and the Division EMS Coordinator, through the EMS Project Manager, and to the Director of Transportation, as necessary. Information can include recommendations for improvement to the EMS and periodic reports on environmental performance. These and other roles, responsibilities, and authorities afforded these key positions and groups are identified in HDOT's Management Structure Procedure (EP-002).

#### Applicable or Related Procedures & Forms

EP-002: Management Structure

EP-007: Communication

### **3.3 Accountability and Responsibility**

Each HDOT employee will be accountable for their respective environmental responsibilities. Currently, DOTA relies on several means of keeping employees accountable. DOTA has assigned, through formal or informal means. The employees' successes at meeting these responsibilities will be evaluated during the annual EMS audit as a means of maintaining accountability. One formal method HDOT is developing in order to ensure accountability is the assignment of tasks identified through Environmental Work Practices (EWPs) to manage significant aspects. The Identification of Aspects and Impacts procedure (EP-005) and the Development of Objectives and Targets procedure (EP-006) describes this method.

HDOT is in the process of reviewing this and other formal means to ensure accountability related to environmental management and compliance by delineating specific roles and responsibilities for HDOT employees. These roles and responsibilities will be documented in HDOT's Management Structure procedure (EP-002). Annually, employees' ability to meet these responsibilities will be assessed during an annual audit, which is defined in the EMS Audit procedure (EP-010). This audit will be used to identify deficiencies. Where deficiencies are identified, DOTA will employ a Corrective and Preventative Action procedure (EP-011) which provides a mechanism for corrective action. Through this process, DOTA will be able to hold employees accountable to responsibilities.

Accountability extends to HDOT's tenants and contractors since these groups have the potential to impact the environment. As such, HDOT has established lease agreements that hold tenants accountable for adhering to environmental regulations. In addition,

HDOT uses contractual language that requires contractors to comply with environmental regulations.

Future EMS training of HDOT employees will describe the consequences of non-conformance to HDOT's environmental procedures and non-compliance with environmental regulations. The purpose of this is to ensure that those trained are fully aware of their potential impact to the environment and associated legal liabilities. HDOT's training procedure is described in EP-009, Training, Awareness, and Competence.

#### Applicable or Related Procedures & Forms

EP-002:	Management Structure
EP-005:	Identification of Aspects and Impacts
EP-006:	Objectives and Targets
EP-009:	Training, Awareness and Competence
EP-010:	EMS Audit
EP-011:	Corrective and Preventive Action
EF-001:	Aspects and Impacts Form
EF-002:	Objectives and Targets Summary
EF-003:	EMS Audit Checklist
EF-004:	Nonconformance Documentation Form
EF-005:	Nonconformance Summary Form

### **3.4 Environmental Requirements**

Regulatory requirements include environmental regulations administered by the EPA, HDOH, and/or county agencies.

The Division EMS Coordinator is responsible for identifying regulatory requirements applicable to the DOTA maintenance/baseyard facilities, and for ensuring that pending regulatory requirements including federal, state, and local requirements are identified in a timely manner. This responsibility includes the interpretation of regulatory requirements affecting facility operations and the effective communication of those requirements to facility personnel.

Procedures for ensuring current information with respect to environmental requirements are established in HDOT's Environmental Requirements procedure (EP-004).

HDOT also uses a number of specialty vendors and consultants to address environmental issues such as waste handling and disposal, training, and related services.

Element 4, Environmental Requirements, of the EMS requires HDOT to utilize a compliance checklist to conduct routine compliance audits. The requirements addressed by HDOT's Compliance Checklist are based on the Clean Water Act (including compliance with Storm Water and Spill Prevention, Control, and Countermeasure [SPCC] requirements), the Resource Conservation and Recovery Act, and the Emergency Planning and Community Right-to-Know Act. The Compliance Checklists (Appendix C)

will be completed on a quarterly basis, by the Maintenance Baseyard Supervisor or appointed alternate.

HDOT communicates with regulatory agencies on an as-needed basis. Communication is usually performed by the EMS Project Manager or Division EMS Coordinator. However other HDOT employees have the authority to communicate with these agencies as well. HDOT will formalize the communication procedure in a Communication procedure (EP-007).

#### Applicable or Related Procedures & Forms

EP-004:	Environmental Requirements
EP-007:	Communication
EP-012:	Internal Compliance Auditing
EF-006:	Compliance Checklist
EF-007:	Noncompliance Documentation Form

### **3.5 Assessment, Prevention, and Control**

Continual environmental improvement is achieved by implementing specific procedures to prevent and control releases, ensure environmental protection, and maintain compliance with statutory and regulatory requirements. Specifically, HDOT will monitor and measure for sustained compliance, identify operations and waste streams where equipment malfunctions and deterioration, operator error, and discharge or emissions may lead to: a) releases of hazardous waste or other pollutants to the environment, b) a threat to human health or the environment, or c) violations of environmental regulations.

Additionally, HDOT uses several methods to assess its operations on an on-going basis for the purpose of preventing, controlling, or minimizing environmental releases and maintaining compliance. For example, the Airports Division identifies and ranks environmental aspects and impacts associated with baseyard operations. Those aspects deemed to have, or to potentially have, significant environmental impacts will be selected for management through the EMS process. This procedure is documented in the Identification of Aspects and Impacts procedure (EP-005) and Objectives and Targets, procedure (EP-006). Also, through the process of identifying environmental aspects and impacts, DOTA will develop Environmental Work Practices (EWPs) to control and prevent environmental pollution and maintain environmental compliance. These SOPs will serve as a means of preventing non-compliance and pollution by describing specific work instructions designed to avoid practices harmful or potentially harmful to the environment.

DOTA performed an EMS gap assessment and environmental audit in 2006 of activities, products, and services in order to characterize the degree to which these adhere to environmental regulations. DOTA will expand its assessment efforts by instituting an EMS Audit procedure (EP-010) and Internal Compliance Audit procedure (EP-012). These audits will serve as a means to check for environmental compliance, conformity to EMS standards, and conformity to best management practices.

Routine self-inspections are an important component of the EMS program. DOTA will conduct quarterly audits, using HDOT's Compliance Checklist (Appendix C), to evaluate the maintenance baseyard facilities for compliance with the Clean Water Act (including compliance with Storm Water and SPCC requirements), the Resource Conservation and Recovery Act, and the Emergency Planning and Community Right-to-Know Act.

#### Applicable or Related Procedures

EP-005:	Identification of Aspects and Impacts
EP-006:	Objectives and Targets
EP-010:	EMS Audit
EP-011:	Corrective and Preventive Action
EP-012:	Internal Compliance Auditing
EP-013:	Monitoring and Measurement
EF-001:	Aspects and Impacts Form
EF-002:	Objectives and Targets Summary
EF-003:	EMS Audit Checklist
EF-004:	Nonconformance Documentation Form
EF-005:	Nonconformance Summary Form
EF-006:	Compliance Checklist
EF-007:	Noncompliance Documentation Form

### **3.6 Environmental Incident and Non-Compliance Investigation**

Various environmental management preparedness plans and programs available at the DOTA include their Spill Prevention, Control, & Countermeasure Plan, Storm Water Pollution Control Plan, Storm Water Management Program Plan, Honolulu International Airport Emergency Layout Plan, Disaster Preparedness Plans (August 1995), Tenant NPDES Best Management Practices Inspection Checklists, Pollution Prevention and Good Housekeeping Program, Illicit Discharge/Illegal Connections BMP Program, and NPDES Inspection and Enforcement Manual.

Supplementing and expanding the utility of any environmental incident and/or non-compliance investigation, HDOT will perform a "root cause analysis" of the release and/or non-compliance as described in a Corrective and Preventative Action procedure (EP-011). DOTA will also rely on the Measuring and Monitoring procedure (EP-013) as a means of monitoring activities and conditions in order to verify the effectiveness of corrective action plans developed in response to an environmental incident. The DOTA Division EMS Coordinator will communicate the results of the incident investigation and corrective actions to the EMS Working Group.

#### Applicable or Related Procedures & Forms

EP-007:	Communication
EP-008:	Management Review
EP-011:	Corrective and Preventive Action
EP-013:	Monitoring and Measurement
EP-015:	Emergency Incident Response

EF-009:        Emergency Incident Response Form

### **3.7     Environmental Training, Awareness, and Competence**

DOTA relies on its Supervisors and Division EMS Coordinator to ensure maintenance baseyard employees maintain levels of competency through formal (e.g. classroom-like setting) or informal (e.g. on-the-job) training. To accomplish this, the Division EMS Coordinator will establish a training matrix for maintenance baseyard employees that will identify training requirements for each employee class. The Supervisor will use the matrix to ensure that baseyard employees receive current training.

Employees are also regularly provided opportunities to attain increased levels of competency through DOTA-sponsored trainings. For example, in 2007, DOTA held training to address storm water protection. These trainings will continue on annual basis as required per DOTA's Storm Water Management Program Plan. Additional trainings will also be developed to incorporate additional environmental media.

DOTA will expand these existing efforts by assessing the various activities performed by DOTA staff, or those acting on behalf of DOTA, to build and implement a comprehensive "training, awareness, and competency" program. The program will include a matrix similar to the one described above. Once developed, the program will be documented in the Training, Awareness, and Competence procedure (EP-009).

#### Applicable or Related Procedures

EP-009:        Training Awareness and Competence

### **3.8     Environmental Planning and Organizational Decision-Making**

DOTA will annually establish and revise environmental objectives and targets for each significant environmental aspect and impact. The Maintenance Baseyards will be responsible for meeting the objectives and targets established. These objectives and targets will be established to assess the efficacy of programs, projects, and activities performed by those DOTA employees or contractors. For further information, refer to HDOT's Objectives and Targets procedure (EP-006).

#### Applicable or Related Procedures

EP-006:        Objectives and Targets

EF-002:        Objectives and Targets Summary

### **3.9     Maintenance of Records and Documents**

HDOT has established an environmental procedure for controlling documents related to the EMS (EP-003). This procedure describes where documents can be located and how and when they are reviewed. The procedure ensures that current versions are available and that obsolete documents are promptly removed from use or are suitably identified. Controlled documents are managed by and obtainable from the Division EMS



Coordinator. Relevant and up-to-date controlled documents shall be maintained at each DOTA baseyard. A master list of controlled documents will be maintained by the Division EMS Coordinator.

#### Applicable Procedures

EP-001:        Formatting Environmental Procedures, Work Practices & Forms  
EP-003:        Document Control  
EP-014:        Record Keeping  
EF-008:        Records and Documents List

### **3.10    Pollution Prevention**

DOTA will develop a Pollution Prevention team (P2 Team). The P2 Team will work to identify pollution prevention opportunities, define specific objectives and targets, and perform annual assessments of Maintenance Baseyard facility work areas to further identify processes and products that could be modified to reduce pollution and waste generation. Findings of the P2 Team will be incorporated into the EMS through the program review process and integrated with appropriate tools such as the Compliance Checklist (EF-006, Appendix C).

Pollution prevention also includes the establishment and use of Environmental Work Practices (EWPs). During the development of EWPs, P2 opportunities will be incorporated. Through the development of the EMS, DOTA will identify and institute more approaches to pollution prevention.

#### Applicable or Related Procedures

EP-005:        Identification of Aspects and Impacts  
EP-006:        Objectives and Targets  
EP-011:        Corrective and Preventive Action  
EP-013:        Monitoring and Measurement  
EF-001:        Aspects and Impacts Form  
EF-002:        Objectives and Targets Summary  
EF-006:        Compliance Checklist  
EF-007:        Noncompliance Documentation Form

### **3.11    Continuing Program Evaluation and Improvement**

DOTA will develop evaluation procedures that will include an audit of the EMS at least annually to ensure continued conformance to the Environmental Policy and overall environmental compliance. This review is described in HDOT's EMS Audit procedure (EP-010). Non-conformance findings will be managed through the Corrective and Preventative Action procedure (EP-011) to ensure that solutions are identified and implemented.

Additionally, an audit by an independent auditor will be conducted every four years. Completion of the annual EMS Audit will not be affected by the independent audit.

#### Applicable or Related Procedures

EP-008:	Management Review
EP-010:	EMS Audit
EP-011:	Corrective and Preventive Action
EF-003:	EMS Audit Checklist
EF-004:	Nonconformance Documentation Form
EF-005:	Nonconformance Summary Form

### **3.12 Public Involvement/Community Outreach**

In its Storm Water Management Program Plan, the DOTA describes its plan with respect to Public Education, Public Participation, and Community Outreach. The plan includes storm water training for contractors and tenants, public service announcements, print advertisements, brochures, a public website, informational meetings, and various other opportunities. The DOTA has completed some of these programs and is working towards completing other programs.

#### Applicable or Related Procedures & Forms

EP-007:	Communication
---------	---------------



# *Appendix A*

## HDOT'S ENVIRONMENTAL POLICY

State of Hawaii  
Department of Transportation  
MEMORANDUM

DIR-CZ  
1.1461

Date: May 2, 2008

TO: AIR, HWY, HAR, and STAFF OFFICES  
FROM: <sup>7PK</sup> for DIR  
SUBJECT: ENVIRONMENTAL POLICY STATEMENT

---

Attached is the Hawaii Department of Transportation (HDOT) environmental policy statement. Please post the policy and distribute to all employees.

I expect all employees to participate in the implementation of an Environmental Management System (EMS), minimize waste, minimize the impact on the natural and cultural resources, and ensure compliance with environmental regulations.

Any questions or for additional information, please contact the Office of Special Compliance at 587-2165.

Attachment



STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
869 PUNCHBOWL STREET  
HONOLULU, HAWAII 96813-5097

BRENNON T. MORIOKA  
DIRECTOR

Deputy Directors  
MICHAEL D. FORMBY  
FRANCIS PAUL KEENO  
BRIAN H. SEKIGUCHI

IN REPLY REFER TO:

## THE DEPARTMENT OF TRANSPORTATION'S ENVIRONMENTAL POLICY STATEMENT

The Hawaii Department of Transportation (HDOT) recognizes the State's interest in protecting and preserving its natural resources and environment. This interest promotes the public health and safety and improves the public's well-being and quality of life. Accordingly, this interest will be integrated into HDOT's commitment to deliver and operate a safe and effective State-wide multi-modal transportation system.

To implement this Policy, HDOT, through its administrators, supervisors, and employees, shall adhere to the following principles:

1. Participate in the implementation of an Environmental Management System (EMS) that will sustain compliance with environmental regulations, promote the prevention of pollution, and utilize self-evaluation. HDOT shall periodically review the EMS to ensure that it is still suitable, effective in sustaining compliance, and achieving the desired objectives.
2. Minimize waste, pollution, and resource consumption.
3. Minimize the impact on the natural and cultural resources of the State.
4. Monitor programs, services, and practices to ensure compliance with applicable environmental regulations.

It is the goal of HDOT to be the State leader in environmental compliance, pollution prevention, and natural resource preservation.

All tenants, contractors, and users of the harbors, highways, and airports are encouraged to adhere to this Policy while doing business with HDOT.

This Policy shall take effect immediately.

*Francis Paul Keeno*  
for BRENNON T. MORIOKA, Ph.D., P.E.  
Director of Transportation

*5/5/08*  
Date



# *Appendix B*

HDOT'S EMS ROADMAP, ENVIRONMENTAL PROCEDURES, AND ENVIRONMENTAL FORMS



## APPENDIX B – HDOT'S EMS ROADMAP

<i>HDOT 12 Elements</i>	<i>Applicable or Related Procedure(s)</i>	<i>Supporting Documentation</i>
1. Environmental Policy	EP-007: Communication EP-008: Management Review	• Policy
2. Organization, Personnel & Oversight	EP-002: Management Structure EP-007: Communication	• Organizational Charts
3. Accountability and Responsibility	EP-002: Management Structure EP-005: Identification of Aspects and Impacts EP-006: Objectives and Targets EP-009: Training, Awareness and Competence EP-010: EMS Audit EP-011: Corrective and Preventive Action EF-001: Aspects and Impacts Form EF-002: Objectives and Targets Summary EF-003: EMS Audit Checklist EF-004: Nonconformance Documentation Form EF-005: Nonconformance Summary Form	• Organizational Charts
4. Environmental Requirements	EP-004: Environmental Requirements EP-007: Communication EP-012: Internal Compliance Auditing EF-006: Compliance Checklist EF-007: Noncompliance Documentation Form	• Compliance Checklist
5. Assessment, Prevention and Control	EP-005: Identification of Aspects and Impacts EP-006: Objectives and Targets EP-010: EMS Audit EP-011: Corrective and Preventive Action EP-012: Internal Compliance Auditing EP-013: Monitoring and Measurement EF-001: Aspects and Impacts Form EF-002: Objectives and Targets Summary EF-003: EMS Audit Checklist EF-004: Nonconformance Documentation Form EF-005: Nonconformance Summary Form EF-006: Compliance Checklist EF-007: Noncompliance Documentation Form	• Compliance Checklist
6. Incident and Non-Compliance Investigations	EP-007: Communication EP-008: Management Review EP-011: Corrective and Preventive Action EP-013: Monitoring and Measurement EP-015: Emergency Incident Response EF-009: Emergency Incident Response Form	
7. Training, Awareness and Competence	EP-009: Training Awareness and Competence	
8. Planning and Decision Making	EP-006: Objectives and Targets EF-002: Objectives and Targets Summary	
9. Maintenance of Records and Documents	EP-001: Formatting Environmental Procedures, Work Practices & Forms EP-003: Document Control EP-014: Record Keeping EF-008: Records and Documents List	
10. Pollution Prevention	EP-005: Identification of Aspects and Impacts EP-006: Objectives and Targets EP-011: Corrective and Preventive Action EP-013: Monitoring and Measurement EF-001: Aspects and Impacts Form	

<i><b>HDOT 12 Elements</b></i>	<i><b>Applicable or Related Procedure(s)</b></i>	<i><b>Supporting Documentation</b></i>
	EF-002: Objectives and Targets Summary EF-006: Compliance Checklist EF-007: Noncompliance Documentation Form	
11. Evaluation and Improvement	EP-008: Management Review EP-010: EMS Audit EP-011: Corrective and Preventive Action EF-003: EMS Audit Checklist EF-004: Nonconformance Documentation Form EF-005: Nonconformance Summary Form	
12. Public Involvement	EP-007: Communication	• SWMP

## **Environmental Procedure Log**

EP-001:	Formatting Environmental Procedures
EP-002:	Management Structure
EP-003:	Document Control
EP-004:	Environmental Requirements
EP-005:	Identification of Aspects and Impacts
EP-006:	Objectives and Targets
EP-007:	Communication
EP-008:	Management Review
EP-009:	Training Awareness and Competence
EP-010:	EMS Audit
EP-011:	Corrective and Preventive Action
EP-012:	Internal Compliance Auditing
EP-013:	Monitoring and Measurement
EP-014:	Record Keeping
EP-015:	Emergency Incident Response

## **Environmental Form Log**

EF-001:	Aspects and Impacts Form
EF-002:	Objectives and Targets Summary
EF-003:	EMS Audit Checklist
EF-004:	Nonconformance Documentation Form
EF-005:	Nonconformance Summary Form
EF-006:	Compliance Checklist
EF-007:	Noncompliance Documentation Form
EF-008:	Records and Documents List
EF-009:	Emergency Incident Response Form

**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Formatting Environmental Procedures, Work Practices, and Forms**  
**Environmental Procedure #: EP-001**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

## **1.0 Purpose**

This Procedure defines the format to be used in creating HDOT's environmental procedures (EPs), environmental work practices (EWPs), and environmental forms (EFs). The control of these documents is addressed in environmental procedure EP-003 (Document Control).

## **2.0 Definitions**

*Environmental Procedure (EP)* – Defines the requirements for, and means of accomplishing, specific activities related to the facility's EMS, consistent with its Environmental Policy.

*Environmental Work Practice (EWP)* – Skills and knowledge of relevant environmental legislation, policies and , workplace/industry practices, and approaches to improving environmental performance and environmental issues.

*Environmental Form (EF)* – Supports and documents the results of carrying out EMS and/or Environmental Procedures, SOPs, etc.

## **3.0 Procedure**

### **3.1 Preparation**

Environmental Procedures shall:

- a) have a unique title and reference number on the top of the page in the format "EP-###" where:  
EP = HDOT's Environmental Procedure identifier  
### = Environmental Procedure Number where each # is a digit.
- b) be paginated in the format "Page # of #" in the bottom center of the page.
- c) be dated as per date of issue/revision in the upper left corner of the page.
- d) have a title at the top of the page
- e) have the following sections:
  - 1.0 Purpose/Scope
  - 2.0 Definitions
  - 3.0 Procedure
  - Record of Revisions

Environmental Work Practices shall:

- a) have a unique title and reference number on the top center of the page in the format "EWP-###" where:  
EWP = HDOT's Environmental Work Practice identifier.  
### = Environmental Work Practice Number, where each # is a digit.
- b) have a title at the top of the page.
- c) be paginated in the format "Page # of #" in the bottom center of the page.
- d) be dated as per date of issue/revision in the upper left area of the page.
- e) have the following sections:
  - Purpose - Roles and Responsibilities
  - Definitions - Approval
  - Procedure - Record Keeping
  - References

State of Hawaii

Department of Transportation – Airports Division

Environmental Management System

Formatting Environmental Procedures, Work Practices, and Forms

Environmental Procedure #: EP-001

Issue Date:	Revision Number:
Revision Date:	Approved By:

- Environmental Forms shall:
- a) have a unique title and reference number on the top of the page in the format “EF-###” where:  
EF = HDOT’s Environmental Form identifier.  
### = Environmental Form Number, where each # is a digit.
  - b) have a title at the top of the page
  - c) be paginated in the format "Page # of #" in the bottom center of the page.
  - d) be dated as per date of issue/revision in the upper left corner of the page.
  - e) be written in whatever form is considered to be appropriate to the operational circumstances.

3.2 Approval

All prepared and/or revised Environmental Procedures, Environmental Work Practices, and Environmental Forms shall be approved in accordance with EP-003 (Document Control). Approval will be demonstrated by the Airports Division EMS Coordinator on the top of the page.

Record of Revisions

Revision Date	Description	Reason for Revision

**State of Hawaii**

**Department of Transportation – Airports Division**  
**Environmental Management System**

**Management Structure**  
**Environmental Procedure #: EP-002**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

**1.0 Purpose**

This Procedure defines the roles, responsibilities, and authorities associated with the EMS.

**2.0 Definitions**

None

**3.0 Responsibilities**

*EMS Executive Committee* – The EMS Executive Committee will be established and appointed by the Director of Transportation. The committee will meet at least annually to ensure that the EMS is being effectively implemented and determine if changes to the policy or re-evaluation of aspects, objectives, targets, and programs is necessary.

**EMS Executive Committee**

Director of Transportation  
Deputy Director of Transportation – Highways Division  
Deputy Director of Transportation – Airports Division  
Deputy Director of Transportation – Harbors Division  
EMS Project Manager

*EMS Working Group* – The EMS Working Group will be appointed by the EMS Executive Committee and endorsed by the Director of Transportation as required, to address specific issues such as developing EMS document templates, Environmental Procedures, Environmental Work Practices, and Environmental Forms, conducting internal assessments, and reviewing environmental aspects associated with HDOT's activities and operations. The EMS Working Group will be composed of representatives from each of the three Divisions. The EMS Working Group will also report on the progress of the EMS to the EMS Executive Committee, recommend updates to the Environmental Policy, conduct periodic reviews of the EMS, implement courses of action or recommendations from the Executive Committee, assist the EMS Project Manager with funding, developing scope, selecting, managing, and verifying the work of contractors or consultant with regards to the EMS, and other specific tasks that are included in the EMS procedures.

**EMS Working Group**

EMS Project Manager  
Representative from Airport Division's Engineering-Environmental Section  
Representative from Highways Division's Engineering-Environmental Section  
Representative from Harbors Division's Engineering-Environmental Section

*EMS Project Manager* – The EMS Project Manager is the key individual overseeing the development, implementation, and administration of the EMS for the entire HDOT. The EMS Project Manager will provide status reports to the Director of Transportation, develop and maintain the EMS with the EMS Working Group, be the liaison between the EMS Executive Committee and the EMS Working Group, and other specific tasks that are included in the EMS procedures.

**EMS Project Manager**

Office of Special Compliance

**State of Hawaii**

**Department of Transportation – Airports Division**  
**Environmental Management System**

**Management Structure**  
**Environmental Procedure #: EP-002**

Issue Date:	Revision Number:
Revision Date:	Approved By:

*Division EMS Coordinator* – The Division EMS Coordinator is a representative from the Airport Division’s Engineering-Environmental Section. The Division EMS Coordinator will arrange for appropriate training of maintenance baseyard personnel, participate in EMS audits, attend management review meetings to report on the status of the EMS, prepare Division Environmental Procedures, Environmental Work Practices, and Environmental Forms, review EMS document changes, report to the EMS Project Manager on whether appropriate resources are dedicated to the EMS implementation and maintenance, and other specific tasks that are included in the EMS procedures.

**Division EMS Coordinator**

Representative from Airport Division’s Engineering-Environmental Section

*Maintenance Baseyard Supervisor* – The Maintenance Baseyard Supervisor shall participate in training to ensure a thorough understanding of the importance to conform with the policy and procedures, understand the activities that have a significant impact on the environment, his/her role and responsibility in achieving conformance with the policy and procedures, communicate and oversee the activities of the maintenance baseyard personnel with respect to compliance with the EMS, and other specific tasks that are included in the EMS procedures.

**Maintenance Baseyard Supervisor**

Maintenance Baseyard Supervisor

**Record of Revisions**

Revision Date	Description	Reason for Revision

**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Document Control**  
**Environmental Procedure #: EP-003**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

### **1.0 Purpose**

This Procedure defines the mechanism to create, review, distribute, edit, and update documents that describe and control the HDOT's EMS. These procedures apply to EMS documents.

### **2.0 Definitions**

*EMS Documents* – EMS documents consist of documents and procedures found in the EMS Manual.

*Controlled copies* – A document that is maintained and updated. Controlled documents are formally approved and their distribution is traceable to enable changes to be executed.

*Uncontrolled copies* – A document that is not maintained or updated. Uncontrolled documents do not have a traceable distribution. Uncontrolled documents should be current at the time of issue and marked appropriately.

### **3.0 Procedure**

The Airport/District Manager, EMS Project Manager, Division EMS Coordinator, and Maintenance Baseyard Supervisor shall review all new and revised EMS documents.

Each EMS document will have the document name, date of issue, signature of the person who approved the final document (EMS Project Manager or designee, identified in EP-001 Section 3.2), date of revision, and the revision number. Facility specific documents will also show the name of the facility. If no facility name appears on the document, then it is a general HDOT Airports Division document and applies to all HDOT Airport Maintenance Baseyard facilities as defined in the Consent Decree.

A controlled paper copy of all HDOT documents, compiled as the EMS Manual, will be maintained by the Division EMS Coordinator. Additionally, the EMS Project Manager will keep a controlled copy (electronic) of the EMS Manual. Controlled copies of the document will also be maintained at each Maintenance Baseyard. Uncontrolled copies of documents can be obtained from the Division EMS Coordinator or EMS Project Manager, as necessary. EMS documents can only be updated by the EMS Project Manager and/or Division EMS Coordinator.

The EMS Project Manager will ensure that EMS documents will be reviewed at least annually prior to the EMS Executive Committee meeting. The purpose of this review will be to ensure that all EMS documents are current and up to date. The Division EMS Coordinator will assist the EMS Project Manager with the review. Any changes to EMS documents should be reviewed by the Airport/District Manager, EMS Project Manager, Division EMS Coordinator, and Maintenance Baseyard Supervisor. The EMS Project Manager shall discuss these changes with the EMS Executive Committee, as deemed necessary by the EMS Project Manager.

If a change is made to an EMS document, the Division EMS Coordinator will replace the old version with the revised version. The old version will be stamped with the words "SUPERCEDED". The revised copy will be inserted into the EMS Manual and distributed to each Maintenance Baseyard Supervisor. The Maintenance Baseyard Supervisor will destroy the old version of the document and replace it with the new one. The Division EMS Coordinator will place the "SUPERCEDED" version of the document into an EMS Obsolete Document File.



**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Document Control**  
**Environmental Procedure #: EP-003**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

Copies of EMS documentation should not be distributed outside of HDOT without prior approval of the EMS Project Manager and Division EMS Coordinator. All copies sent outside of the HDOT will contain the words “UNCONTROLLED DOCUMENT” in the lower right hand corner of each page. All controlled documents will contain the words “CONTROLLED” in the lower right hand corner of each page.

The Division EMS Coordinator will maintain a master list of all controlled documents.

**Record of Revisions**

Revision Date	Description	Reason for Revision

**State of Hawaii**

**Department of Transportation – Airports Division**  
**Environmental Management System**

**Environmental Requirements**  
**Environmental Procedure #: EP-004**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

**1.0 Purpose**

This Procedure establishes a means to ensure that HDOT maintains current information regarding applicable environmental laws, regulations, and guidance documents.

**2.0 Definitions**

None

**3.0 Procedure**

The Division EMS Coordinator will, either through staff or contracted consultant, establish a list of all applicable environmental laws and regulations that apply to the Maintenance Baseyard facilities. This includes laws and other self-imposed requirements to which the organization adheres. The Division EMS Coordinator will maintain this list. A copy of the list of applicable laws and regulations will be kept in accordance with EP-014 (Record Keeping Procedure). In addition, the Division EMS Coordinator will maintain copies of, or have access to, all applicable laws and regulations. The Division EMS Coordinator will ensure that current copies of the applicable laws and regulations are available, through the use of resources such as a subscription to online services that provide the regulations and regular updates. The Division EMS Coordinator will provide copies of applicable laws and regulations to those HDOT personnel requesting such information.

Additionally, the Division EMS Coordinator will maintain a list of applicable Environmental Procedures and Environmental Work Practices that apply to the Airport's Maintenance Baseyard facilities. These Environmental Procedures and Environmental Work Practices documents will be maintained in accordance with EP-014 (Record Keeping Procedure). The EMS Working Group will review these documents annually to ensure that they are up to date.

Any employee who becomes aware of a new legal or regulatory requirement should notify either the Maintenance Baseyard Supervisor or Division EMS Coordinator of the finding. The Maintenance Baseyard Supervisor should notify the Division EMS Coordinator of the new requirement. When new environmental laws and regulations are identified that affect or could affect the Maintenance Baseyard operations, the Division EMS Coordinator will determine if modification to the EMS Manual is necessary. Any changes to the EMS Manual will be made in accordance with the procedure outlined in EP-003 (Document Control Procedure).

**Record of Revisions**

Revision Date	Description	Reason for Revision

**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Identification of Aspects and Impacts**  
**Environmental Procedure #: EP-005**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

### **1.0 Purpose**

This Procedure defines the methods to be used in evaluating the environmental aspects and environmental impacts of an activity at the HDOT Maintenance Baseyard facilities, and which of these aspects are considered to be significant. Identification of environmental aspects and impacts will assist the EMS Project Manager, Division EMS Coordinator, EMS Working Group, and EMS Executive Committee in identifying applicable environmental requirements (EP-004).

### **2.0 Definitions**

*Activity* – An event or operation that occurs or has a potential to occur at an HDOT Maintenance Baseyard facility.

*Environmental Aspect* – Element of an HDOT activity or operation that is causing or can cause an environmental impact (e.g., degreasing operations that use hazardous solvents are an aspect of maintenance activities that have the potential to impact the environment).

*Environmental Impact* – Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services (e.g., spills of hazardous solvents can cause the release of potentially harmful chemicals to the soil and/or surface waters).

*Significant Environmental Aspect* – Anything with an environmental regulatory requirement, anything that could cause a significant impact on the environment, etc. The analysis will incorporate a number of variables including: severity, frequency, risk, etc.

### **3.0 Procedure**

The Division EMS Coordinator shall prepare a list of all activities that are conducted at the Maintenance Baseyard facilities (Aspects and Impacts Form, EF-001). When there is a new activity, the new activity should be added to the list. For each identified environmental aspect, the Division EMS Coordinator will also identify the associated environmental impact(s).

Using the Aspects and Impacts Form (EF-001), the Division EMS Coordinator will prioritize the environmental aspects/impacts to determine which are significant. The Aspects and Impacts Form (EF-001) contains a ranking methodology that will be used to identify those aspects/impacts that are significant.

Upon completion of the ranking, the Division EMS Coordinator will present the findings to the EMS Project Manager. The EMS Project Manager will review and present these findings to the EMS Executive Committee annually.

Copies of the completed Aspects and Impacts Form (EF-001) will be retained in the EMS files in accordance with EP-014 (Record Keeping Procedure).

<div>State of Hawaii Department of Transportation – Airports Division Environmental Management System  Identification of Aspects and Impacts Environmental Procedure #: EP-005</div>
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Issue Date:	Revision Number:
Revision Date:	Approved By:

**Record of Revisions**

Revision Date	Description	Reason for Revision

**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Development of Objectives and Targets**  
**Environmental Procedure #: EP-006**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

### **1.0 Purpose**

This Procedure defines the process for developing objectives and targets for the significant environmental aspects associated with the EMS at the HDOT Maintenance Baseyard facilities.

### **2.0 Definitions**

*Activity* – An event or operation that occurs or could occur at an HDOT Maintenance Baseyard facility.

*Environmental Aspect* – Element of an HDOT activity or operation that is causing or can cause an environmental impact (e.g., degreasing operations that use hazardous solvents are an aspect of maintenance activities that have the potential to impact the environment).

*Environmental Impact* – Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services (e.g., spills of hazardous solvents can cause the release of potentially harmful chemicals to the soil and/or surface waters).

*Significant Environmental Aspect* – Anything with an environmental regulatory requirement, anything that could cause a significant impact on the environment, etc. The analysis will incorporate a number of variables including: severity, frequency, risk, etc.

*Objective* – An overall environmental performance goal Airports Division has set to achieve that is consistent with the Environmental Policy and which is quantified where possible.

*Target* – A detailed performance requirement with a specified deadline, quantified where practicable, that are established to meet the objectives.

### **3.0 Procedure**

After completing or reviewing the Aspects and Impacts Form (EF-001), a list of significant environmental aspects and impacts will have been established/identified. The significant environmental aspects should be categorized based on the type of impact to the environment and the similarities of the activities. The Division EMS Coordinator and/or designee(s) will establish objectives, targets and measurements for each significant impact. This process should ensure that the objectives and targets represent improvements in operations and identify any technical, financial, or business constraints.

Objectives will state the overall goals with regards to addressing significant environmental aspects. Targets will provide specific, measurable activities or performance levels to be achieved to satisfy those objectives. Each objective may have one or more targets associated with it. In developing the objectives and targets the following factors will be considered:

- Applicable laws and regulations and other requirements
- Rationale for the aspect being significant
- Logistical constraints placed on HDOT (financial or technical)
- Interested parties concern
- Level of HDOT influence over the activity
- Consistency with the HDOT Environmental Management Policy

Measurement techniques for all targets should be identified to ensure that progress towards meeting targets can be tracked.

**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Development of Objectives and Targets**  
**Environmental Procedure #: EP-006**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

The Division EMS Coordinator will review the objectives, targets and measurements. Following this review, the objectives, targets and measurements will be edited as necessary. The finalized objectives, targets and measurements will be summarized on the Objectives and Targets Summary (EF-002).

**Completed Objectives and Targets:**

Once the objectives and/or targets are accomplished, the Division EMS Coordinator will determine if new objectives and targets can be established for existing environmental programs to foster continual improvement.

**Review and Change of Objectives and Targets:**

At least annually, the Division EMS Coordinator will review all of the outstanding objectives and targets. The objectives and targets will be reevaluated to determine if the targets will be achieved or if new targets need to be established. Some of the reasons for changing the objectives and targets include, but are not limited to: changes to applicable laws, regulations or other requirements; logistical constraints (financial or technical); or interested parties concern. In addition, programs and procedures will be reviewed to determine if they need to be changed to reflect the new objectives and targets.

**Tracking Objectives and Targets:**

The objectives and targets will be tracked for progress and documented using the Objectives and Targets Summary (EF-002). The progress towards meeting the target will be noted and the percent complete will be determined and documented on the forms.

**Record of Revisions**

Revision Date	Description	Reason for Revision

**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Communication**  
**Environmental Procedure #: EP-007**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

**1.0 Purpose**

This procedure establishes requirements for internal EMS communication between levels and functions at HDOT, and describes the mechanisms that exist for information to flow from the top down, and from the bottom up.

**2.0 Definitions**

None

**3.0 Procedure**

1. The Division EMS Coordinator is responsible for ensuring the smooth and sufficient flow of internal EMS communications.
2. The Division EMS Coordinator will arrange for environmental awareness training of all employees and competence training for employees whose work may involve a significant environmental aspect.
3. Whenever possible, EMS communications will be incorporated into existing communications including: Safety meetings, staff meetings, e-mail, bulletin board postings, and internal memorandums.
4. The Division EMS Coordinator, or designee, communicates the requirements specified in the EMS Procedures and documents to appropriate personnel to obtain any information or actions specified by the EMS. Communication of EMS-specific instructions is the joint responsibility of the Division EMS Coordinator and staff management.

The following records, relating to EMS internal communications will be kept at the Maintenance Baseyard facility:

1. Records of employee awareness training (Dates and attendees).
2. Minutes of meetings where EMS matters were discussed or communicated.
3. Copies of postings, memorandums or management bulletins that cover EMS topics.

**Record of Revisions**

Revision Date	Description	Reason for Revision

**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Management Review**  
**Environmental Procedure #: EP-008**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

### **1.0 Purpose**

This procedure establishes a standard procedure for senior management review of HDOT's EMS. Management review will be conducted to ensure that the EMS is being effectively implemented and to determine if reevaluation of aspects and impacts is appropriate, or if changes to the environmental policy, objectives, targets or programs are necessary.

### **2.0 Definitions**

*Environmental management system audit* – a systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether the EMS is functioning as intended through comparison with the environmental audit criteria using the Environmental Management Systems Audit Checklist (EF-003) and to communicate those results to management

### **3.0 Procedure**

Management review of the existing EMS will be completed once per year. The EMS Executive Committee, EMS Program Manager, and EMS Working Group will serve as the Management Review Team. The EMS Project Manager is responsible for notifying the Management Review Team of the time and place of the meeting and will be present at the meetings along with the Division EMS Coordinators.

In order for a Management Review meeting to occur, all members of the Management Review Team must be present. The Management Review meetings will address the continued suitability, adequacy and effectiveness of each EMS and determine whether changes to the policy and/or other components of the EMS are necessary. During the meetings the Management Review Team will discuss, at a minimum, the following items:

- EMS Audit Reports and evaluations of conformance with EMS standards (EF-003)
- Status of nonconformances and Corrective and Preventive Actions (EF-004 and EF-005)
- Evaluation of quarterly compliance checklists (EF-006)
- Status of noncompliance and Corrective and Preventive Actions (EF-007)
- Progress toward meeting Objectives and targets (EF-002)
- Operational, Organizational and Regulatory or Legal Changes
- Communications from external interested parties
- Environmental performance, specifically as it relates to aspects and impacts (EF-001)
- Follow-up actions from previous management review meetings
- Recommendations for improvement

As deemed necessary, because of specific topics, personnel not on the Management Review Team may attend the meetings.

Meeting minutes will be taken at every Management Review meeting. The minutes will include an action plan, if applicable, and identify who is responsible for completing specific items. In addition, the minutes will document the conclusions regarding the continued suitability of the EMS. These minutes will be distributed to the Management Review Team, as well as individuals with assigned responsibilities.

### **Record of Revisions**



<div style="text-align: right;"><b>State of Hawaii</b></div> <div style="text-align: center;"><b>Department of Transportation – Airports Division</b> <b>Environmental Management System</b></div> <div style="text-align: center;"><b>Management Review</b> <b>Environmental Procedure #: EP-008</b></div>
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Issue Date:	Revision Number:
Revision Date:	Approved By:

Revision Date	Description	Reason for Revision

**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Training, Awareness, and Competence**  
**Environmental Procedure #: EP-009**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

### 1.0 Purpose

This procedure establishes a means to identify EMS training requirements for the Airports Division EMS and to provide necessary awareness training to employees regarding:

- The importance of conforming to the Environmental Management Policy, procedures and the requirements of the EMS.
- The environmental impacts of work activities and the environmental benefits of improved personal performance.
- Roles and responsibilities in achieving conformance with the Environmental Management Policy and the EMS.
- The potential consequences of departure from EMS procedures.

### 2.0 Definitions

None

### 3.0 Procedure

The Division EMS Coordinator is responsible for ensuring that individuals at each facility and individuals, whose job responsibilities include or affect EMS compliance, receive the appropriate training. There are three (3) types of training associated with the EMS:

- 1) EMS Awareness Training for all employees at each facility and individuals, whose job responsibilities include or affect EMS compliance. This training will provide an overview of the EMS and the objectives, targets and programs that have been developed as part of the system.
- 2) Specific Training associated with Standard Operating Procedures or Work Practices for those employees whose job performance influences the fulfillment of work that may create a significant impact on the environment. This training will describe the procedures or work practices that need to be followed to meet the requirements of the procedure or work practice. Specific Training will also include training on specific programs that will be established to manage environmental compliance matters.
- 3) EMS Overview Training for senior staff. This training will be given to individuals who are part of the EMS Executive Committee. It will provide an overview of the EMS, including objectives, targets and programs and will focus on the management review process, internal auditing, corrective and preventive action and the Committee's role in the continuous improvement of the system.

### Record of Revisions

Revision Date	Description	Reason for Revision

**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**EMS Audit**  
**Environmental Procedure #: EP-010**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

### **1.0 Purpose**

This procedure establishes a standard for conducting EMS Audits at Airports Division Maintenance Baseyard facilities that have implemented an EMS. An audit is conducted to determine if the EMS is being effectively implemented throughout the facility and to determine if changes are required.

### **2.0 Definitions**

*Environmental management system audit* – a systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether an EMS is functioning as intended through comparison with the environmental audit criteria using the Environmental Management Systems Audit Checklist (EF-003) set by HDOT and to communicate those results to management

### **3.0 Procedure**

EMS audits will be conducted at least once per year at Airports Division Maintenance Baseyard facilities. The audit is conducted by the HDOT EMS Working Group or Contractor. This person will be an individual with no responsibilities for implementation of the EMS and this person will have primary responsibility for conducting the audit.

The entire EMS will be audited during each audit. EMS Audits could occur more frequently depending on the audit results. The audit will consist of interviews with personnel whose jobs are directly associated with fulfilling the requirements of the EMS and a site visit. During the site visit, records will be examined to ensure that the EMS is in conformance with the regulatory requirements and the procedures established for the EMS. See the Environmental Management Systems Audit Checklist (EF-003) for detailed information about topics covered in the audit. Corrective actions will be documented and implemented in accordance with EP-011 (Corrective and Preventive Action Procedure). All nonconformances discovered during the audit will be documented on a Nonconformance Documentation Form (EF-004). A summary of all nonconformances identified during the EMS Audit and their corrective and preventive action status will be documented on a Nonconformance Summary Form (EF-005).

At the completion of each audit, the auditor will prepare an audit report. The audit report will consist of a cover letter that summarizes the audit results, a completed Environmental Management Systems Audit Checklist (EF-003), and any Nonconformance Documentation Forms (EF-004 and EF-005) pertaining to the audit. A copy of the draft audit report will be submitted to the Division EMS Coordinator and the EMS Project Manager for review and comment. The Division EMS Coordinator will have two weeks to consolidate and submit comments on the report to the auditor. The auditor will make any necessary revisions to the audit report based on comments received.

Once the audit report is finalized, a copy will be sent to the Division EMS Coordinator and the EMS Project Manager. The timing of the audits will be planned so that the audit results can be discussed during the next Management Review meeting (see EP-008 Management Review Procedure).

**State of Hawaii**

**Department of Transportation – Airports Division**  
**Environmental Management System**

**EMS Audit**  
**Environmental Procedure #: EP-010**

Issue Date:

Revision Number:

Revision Date:

Approved By:

**Record of Revisions**

Revision Date	Description	Reason for Revision

**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Corrective and Preventive Action**  
**Environmental Procedure #: EP-011**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

### **1.0 Purpose**

This procedure establishes a means for identifying, handling and investigating nonconformance within the HDOT EMS and for implementing corrective and preventive action measures to mitigate any impacts and minimize the potential for re-occurrence of the nonconformance.

### **2.0 Definitions**

*Environmental Management System nonconformance* – any failure to meet the requirements of the EMS, any deviation from the procedures contained within the EMS, or any situation which, if not corrected, could lead to an environmental impact that is inconsistent with the environmental management policy.

*Environmental Management Policy* – HDOT's statement of its intentions and principles in relation to its overall environmental performance.

### **3.0 Procedure**

This procedure applies to all environmental nonconformances identified by HDOT employees, interested parties or by an auditor during an EMS audit.

If a nonconformance is discovered, the individual who discovers the nonconformance should implement all necessary measures to mitigate the impact or potential impact to the environment or, if they are uncertain of how to mitigate the impact or it is beyond their responsibilities, they should notify the Division EMS Coordinator or EMS Project Manager immediately. In determining mitigation measures, attempts should be made to identify the root cause of the nonconformance. If the nonconformance is an emergency situation, poses an imminent risk to human health or the environment, the Emergency Preparedness and Response Procedure (EP-015) should be referred to for actions.

Information regarding the nonconformance should be brought to the attention of the Division EMS Coordinator or EMS Project Manager immediately. The Division EMS Coordinator or the EMS Project Manager or the EMS auditor will document the nonconformance on the Nonconformance Documentation Form (EF-004) and determine a plan for addressing the nonconformance. During the documentation of a nonconformance the root cause must be examined and noted on the Nonconformance Documentation Form (EF-004). The Division EMS Coordinator or EMS Project Manager will ensure that the corrective or preventive actions taken are appropriate to the magnitude of the problem and commensurate with the environmental impact encountered. If the nonconformance is considered serious, could cause severe impact to human health or the environment, senior management will be informed. In this case, senior management includes, at a minimum, the Engineering Program Manager and Deputy Director of Transportation – Airports Division

The Nonconformance Documentation Form (EF-004) will specify the individual responsible for eliminating the nonconformance. The specified individual will provide weekly reporting via electronic mail on progress of the corrective and preventive action measures to the Division EMS Coordinator or EMS Project Manager. Tracking of the nonconformance shall be kept on the Nonconformance Summary Form (EF-005). Once the nonconformance has been corrected the Division EMS Coordinator or the EMS Project Manager will sign the form indicating that the nonconformance has been corrected. A copy of the signed form must be kept in accordance with EP-014 (Record Keeping Procedure).

**State of Hawaii**

**Department of Transportation – Airports Division**  
**Environmental Management System**

**Corrective and Preventive Action**  
**Environmental Procedure #: EP-011**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

The Division EMS Coordinator and EMS Project Manager will determine, based on evaluation of the nonconformance, if a change to an EMS component (e.g., procedure, objective, target) is necessary. If a change to EMS documentation is required, the process found in the EP-003 (Document Control Procedure) will be implemented. If a change in objective, target or policy is suggested as a corrective and preventive action, the necessity for such a change will be discussed during the Management Review meeting.

The annual Management Review meeting will include a discussion of nonconformances and the corrective and preventive actions taken.

**Record of Revisions**

Revision Date	Description	Reason for Revision

**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Internal Compliance Auditing**  
**Environmental Procedure #: EP-012**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

### 1.0 Purpose

This procedure establishes a standard for conducting internal environmental compliance audits at HDOT Maintenance Baseyard Facilities. A compliance audit is conducted to ensure that HDOT is in compliance with relevant environmental laws and regulations at these baseyard facilities.

### 2.0 Definitions

*Compliance Audit* – a systematic evaluation of the regulatory compliance of a facility, initiated by HDOT and including an inspection, records review and interviews with personnel, using the Compliance Checklist.

*Corrective Action* - refers to specific activities set out in an audit report that are necessary to correct a deficiency.

### 3.0 Procedure

Regulatory compliance inspections will be conducted by the Maintenance Baseyard Supervisor of each Maintenance Baseyard Facility. These compliance inspections will be completed on a quarterly basis, and will include the use of the Compliance Checklist (EF-006).

Following the compliance inspections, the Maintenance Baseyard Supervisor will prepare a Noncompliance Documentation Form (EF-007). The completed Compliance Checklist (EF-006) and Noncompliance Documentation Form (EF-007) will be delivered through the chain of command, as listed in the Compliance Checklist/Review Process identified in Attachment 1 for each Maintenance Baseyard. The Division EMS Coordinator will review the completed Compliance Checklist (EF-006) and Noncompliance Documentation Form. The Maintenance Baseyard Supervisor will inform the Division EMS Coordinator of all corrective actions that were completed to address the deficiencies found.

#### Record of Revisions

Revision Date	Description	Reason for Revision

**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Monitoring and Measurement**  
**Environmental Procedure #: EP-013**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

### 1.0 Purpose

This procedure establishes guidance to appropriately monitor and measure environmental performance or program progress, ensure that objectives and targets are met, and for selecting measuring methods to track progress in the attainment of those objectives and targets.

### 2.0 Definitions

*Environmental Performance* - Measurable results of the environmental management system, related to an organization's control of its environmental aspects, based on its environmental policy, objectives and targets.

*Continual improvement* - Process of enhancing the environmental management system to achieve improvements in overall environmental performance in line with the organization's environmental policy.

### 3.0 Procedure

Indicators for performance are selected as part of the process of establishing objectives and targets for significant aspects. The indicators allow the organization to measure progress towards the attainment of objectives and targets. Examples of indicators for the EMS itself may include: The percentage of employees that have received EMS awareness and refresher training; and the time lapse from finding a non-conformance to implementing corrective action.

The Division EMS Coordinator will be responsible for identifying appropriate indicators for performance, methods for monitoring and measuring so as to track progress, and documenting the findings.

#### Record of Revisions

Revision Date	Description	Reason for Revision



**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Record Keeping**  
**Environmental Procedure #: EP-014**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

**1.0 Purpose**

This procedure establishes a standard procedure to ensure that all records relating to the HDOT EMS will be properly maintained.

**2.0 Definitions**

Records are essential to assess the performance of the EMS. These records include data that is necessary to track the progress of meeting Objectives and Targets, including supporting documentation. Additional EMS records include: meeting minutes; EMS audit reports; completed checklists; organizational charts; photographs; emergency plans; training records; maintenance records; nonconformance form; training records; etc.

**3.0 Procedure**

All records pertaining to the EMS will be kept in the Facility EMS Records Binder(s) in the office of the Division EMS Coordinator, with an identical copy in the Maintenance Baseyard office. The binder(s) will be organized according to the general category of the record. These categories may include, but will not be limited to: training; audits; meeting minutes or program output. Each of the categories will be separated into the title of the specific record and some will be further divided by the year.

All records will be kept on-site at the facility and in the Division EMS Coordinator's office for a minimum of three (3) years. Records will be easily retrievable and will be protected against damage, deterioration and loss. If records need to be kept longer, the time will be specified as part of the Environmental Management Programs and their related procedures.

In addition, the Division EMS Coordinator will maintain records that reflect additions or deletions of files, and will update this contents list as necessary. The Records and Documents List (EF-008) provides a summary of records and documents that are associated with the EMS.

All records must be available for review and inspection during environmental/EMS audits and as required for management review.

**Record of Revisions**

Revision Date	Description	Reason for Revision

**State of Hawaii**

**Department of Transportation – Airports Division**  
**Environmental Management System**

**Emergency Preparedness and Response**  
**Environmental Procedure #: EP-015**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

### **1.0 Purpose**

This procedure defines responsibilities for managing emergencies that have the potential to impact the environment. This procedure will ensure that incidents are dealt with promptly and correctly, minimizing their impact on the environment.

The facility maintains plans and procedures to identify the potential, and define its response systems and capabilities, for releases or threatened releases, natural disasters, and other incidents with environmental implications. They include, but are not limited to, an Emergency Action Plan, an Integrated Contingency Plan, and a Spill Prevention Control and Countermeasure (SPCC) Plan. However, no such plan or procedure has to be activated for a situation that is judged by the involved employee(s) to be minor and incidental to normal work activities, and that the involved employees or designated cleanup employees can manage safely and properly.

### **2.0 Definitions**

*Emergency* – an unexpected event that may immediately jeopardize the safety or well being of employees, customers, tenants or neighbors, or may adversely impact the environment, including fires and spills.

### **3.0 Procedure**

This procedure applies to all environmental regulatory noncompliance identified by HDOT employees during routine operations. This procedure should be utilized if the noncompliance is an emergency situation that poses an imminent risk to human health or the environment.

If a noncompliance is discovered, the individual who discovers the noncompliance should implement all necessary measures to mitigate the impact or potential impact to the environment or, if they are uncertain of how to mitigate the impact or it is beyond their responsibilities, they should notify the facility supervisor or Division EMS Coordinator immediately. In determining mitigation measures, attempts should be made to identify the root cause of the noncompliance.

Information regarding the noncompliance should be brought to the attention of the Division EMS Coordinator immediately. The Division EMS Coordinator will document the noncompliance on the Emergency Incident Response Form (EF-009) and determine a plan for addressing the noncompliance. During the documentation of a noncompliance the root cause must be examined and noted on the Emergency Incident Response Form (EF-009). The Division EMS Coordinator will ensure that the corrective or preventive actions taken are appropriate to the magnitude of the problem and commensurate with the environmental impact encountered. If the noncompliance could cause severe impact to human health or the environment, senior management will be informed. Senior management includes, at a minimum, the Engineering Program Manager and Deputy Director of Transportation – Airports Division

The Emergency Incident Response Form (EF-009) will specify the individual responsible for eliminating the noncompliance. The specified individual will provide weekly reporting via electronic mail on progress of the corrective and preventive action measures to the Division EMS Coordinator. Once the noncompliance has been corrected the Division EMS Coordinator will sign the form indicating that the noncompliance has been corrected. A copy of the signed form must be kept in accordance with EP-014 (Record Keeping Procedure).

**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Emergency Preparedness and Response**  
**Environmental Procedure #: EP-015**

Issue Date:	Revision Number:
Revision Date:	Approved By:

The Division EMS Coordinator will determine, based on evaluation of the noncompliance, if a change to an EMS component (e.g., procedure, objective, target) is necessary. If a change to EMS documentation is required, the process found in the EP-003 (Document Control Procedure) will be implemented. If a change in objective, target or policy is suggested as a corrective and preventive action, the necessity for such a change will be discussed during the Management Review meeting.

The annual Management Review meeting will include a discussion of noncompliance and the corrective and preventive actions taken.

**Record of Revisions**

Revision Date	Description	Reason for Revision

State of H. .ii

**Department of Transportation – Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**

Issue Date: \_\_\_\_\_ Revision Number: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Approved By: \_\_\_\_\_

The following Aspects and Impacts Form will be completed in accordance with EP-005 (Identification of Aspects and Impacts).

Environmental Aspects and Impacts will be listed alongside the associated Activity it involves. These environmental aspects and impacts will be ranked based on the follow

RATING			
	1	2	3
Probability of Occurrence	Once in >3 years	Once in 1 to 3 years	More than once per year
Safety and Health Impacts Related to Environmental Release and/or Exposure	Minimal or no impact	Moderate Impact	Severe impact
Legal / Regulatory Requirements	Non-conformance with non-regulated BMP or Full compliance	Non-compliance	Significant violation or enforcement action
Associated Cost to Correct Impact	Minimal or no cost associated with impact (<\$1,000)	Moderate cost associated with impact (\$1,000 - \$50,000)	High cost associated with impact (>\$50,000)
Ability to Influence	Tenant, contractor, or vendor activity over which HDOT has little or no influence	Tenant, contractor, or vendor activity over which HDOT has influence	Activities directly performed by HDOT personnel

**Overall Score:**

(Probability of Occurrence)

x

(Safety and Health Impacts + Legal / Regulatory Requirements + Associated Cost to Correct Impact + Ability to Influence)

State of Hawaii  
Department of Transportation – Airports Division  
Environmental Management System

Revision Number: \_\_\_\_\_  
Approved By: \_\_\_\_\_

[illegible]

Issue Date:	Revision Number:
Revision Date:	Approved By:

Revision Number:

Approved By: \_\_\_\_\_

Objectives and Targets will be developed for activities that have the potential for creating a significant environmental impact as identified on Environmental Form EF-001 (Aspects and Impacts Form).

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State of Hawaii  
Department of Transportation – Airports Division  
Environmental Management System

Environmental Management System (EMS) Audit Checklist  
Environmental Form #: EF-003

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

The following EMS Audit Checklist will be completed in accordance with EP-008 (Management Review).

The EMS Audit is a systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether the EMS is functioning as intended through comparison with the environmental audit criteria presented on this form. Results of the EMS Audit will be communicated to the EMS Executive Committee.

**Rating Key**

1. No processes or procedures were found supporting intent of EMS element.
2. At least one process or procedure was in place supporting intent of EMS element.
3. Some processes or procedures were in place supporting intent of EMS element.
4. Processes or procedures substantially fulfill the intent of EMS element; could be implemented with minor adjustment.
5. Sufficient processes or procedures in place to fulfill the intent of EMS element.

**Nonconformance Status**

**Major Nonconformance** - The absence of, or a total breakdown in, an EMS element or documented procedure. Major nonconformances can result in a significant impact on the EMS and/or the environment. Audit evidence is required.

**Minor nonconformance** - An observed lapse in a procedure or a requirement. Minor nonconformances are usually single incidents that do not pose a threat to EMS operations. Audit evidence is required.

**Observation** - Identification of areas that have a potential for a breakdown or weakness in the system. No audit evidence is required however corrective action is required.

Audit Location: \_\_\_\_\_

Audit Date: \_\_\_\_\_

Lead Auditor (Print and Sign): \_\_\_\_\_

Audit Team Members (Print and Sign): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Nonconformance Documentation Form**  
**Environmental Form #: EF-004**

Issue Date:	Revision Number:
Revision Date:	Approved By:

The following Nonconformance Documentation Form will be completed in accordance with EP-011 (Corrective and Preventive Action).

Nonconformance documentation will be developed for any failure to meet the requirements of the EMS, any deviation from the procedures contained within the EMS, or any situation which, if not corrected, could lead to an environmental impact that is inconsistent with the environmental management policy.

Status	Circle One:				
	Major nonconformance	Minor nonconformance	Observation		
Description of non-conformance/ observation (including how identified):					
Identified by:	Date identified:		Identification No.:		
Corrective action required:	If no corrective action required; provide reason:  If corrective action required; provide date response requested:				
Root cause description (e.g. why it happened; who/what was responsible; how serious were the actual and potential consequence(s); immediate corrective actions taken?):					
Action proposed or taken to prevent recurrence:					
Proposed implementation date:	Actual implementation date:		Responsible individual:		
Likelihood of this happening again?	Circle One:				
	Not possible	Unlikely	Likely	Very likely	Almost certain
Corrective action verified and closed:	If corrective action is not closed; provide reason:  If corrective action is closed; provide verification date:  Verified by:				



**Nonconformance Summary Form**  
**Environmental Form #: EF-005**

Revision Number:  
Approved By:

Nonconformance documentation will be developed for any failure to meet the requirements of the EMS, any deviation from the procedures contained within the EMS, or any situation which, if not corrected, could lead to an environmental impact that is inconsistent with the environmental management policy.

[illegible]

**Compliance Checklist  
Environmental Form #: EF-006**

Issue Date:	Revision Number:
Revision Date:	Approved By:

The following Compliance Checklist will be completed in accordance with EP-012 (Internal Compliance Auditing).

This procedure establishes a standard for conducting internal environmental compliance audits at HDOT Maintenance Baseyard Facilities. A compliance audit is conducted to ensure that HDOT is in compliance with relevant environmental laws and regulations at these baseyard facilities.

The Checklists are compliance assistance tools used to identify compliance obligations, monitor compliance obligations, and improve compliance obligations. Checklists are split into the following sections: 1) Storm Water and Spill Contingency Management; 2) Waste Management; 3) Tank Management (Aboveground/Underground Storage Tanks); and 4) Emergency Planning and Community Right-To-Know. Each section focuses on compliance, best management practices, and pollution prevention.

Frequently used Acronyms:

AST - Aboveground Storage Tank  
BMP - Best Management Practices  
CESQG - Conditionally-Exempt Small Quantity Generator  
CFR - Code of Federal Regulations  
CWA - Clean Water Act  
EPA - United States Environmental Protection Agency  
EPCRA - Emergency Planning and Community Right to Know Act  
HAR - Hawaii Administrative Rules  
HAZCOMM - Hazard Communication  
HAZMAT - Hazardous Material  
HEPCRA - State of Hawaii Emergency Planning and Community Right to Know Act  
HDOH - State of Hawaii Department of Health  
HDOT - State of Hawaii Department of Transportation  
HRS - Hawaii Revised Statutes  
HW - Hazardous Waste  
IWDP - Industrial Wastewater Discharge Permit  
LERC - Local Emergency Response Committee  
LQH - Large Quantity Handler  
MS4 - Municipal Separate Storm Sewer System

MSDS - Material Safety Data Sheet  
NOI - Notice of Intent  
NPDES - National Pollution Discharge Elimination System  
OSHA - Occupational Safety and Health Administration  
OWS - Oil Water Separator  
P2 - Pollution Prevention  
RCRA - Resource Conservation and Recovery Act  
SERC - State Emergency Response Committee  
SIC - Standard Industrial Code  
SOP - Standard Operating Procedure  
SPCC - Spill Prevention Control and Countermeasure  
SQG - Small Quantity Generator  
SQH - Small Quantity Handler  
SW - Solid Waste  
SWMP - Storm Water Management Program  
SWPCP - Storm Water Pollution Control and Prevention  
SWPPP - Storm Water Pollution Prevention Plan  
TRP - Threshold Planning Quantity  
UST - Underground Storage Tank

*Duplicate*      *See Appendix*

**HAWAII DEPARTMENT OF TRANSPORTATION  
AIRPORTS MAINTENANCE FACILITIES  
COMPLIANCE, BEST MANAGEMENT PRACTICES, AND POLLUTION PREVENTION CHECKLISTS  
STORM WATER AND SPILL CONTINGENCY MANAGEMENT**

**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
SW-01	The maintenance baseyard performs vehicle/equipment maintenance, washing, and/or stores industrial equipment.	See 40 CFR 122.26 and HAR 11-55 Appendix B for general permit requirements of storm water discharges associated with industrial activity. Baseyards already covered under an individual NPDES are not required to get general permits for storm water discharge. <i>40 CFR 122.26/HAR 11-55/SWPCP</i>				If the answer is yes, the baseyard is required to obtain a NPDES general permit for storm water associated with industrial activity from the State of Hawaii Department of Health (HDOH) (Note: this requirement does not include baseyards covered by an individual permit).  NPDES Permit Number:  NGPC File No:  Permit Expiration Date:
SW-02	If an NPDES Individual Permit or NGPC is required, the permit is current.	<i>40 CFR 122.26/HAR 11-55/SWPCP</i>				
SW-03	If required, the facility has a Storm Water Management Plan (SWMP) and/or Storm Water Pollution Control Plan (SWPCP). Applicable plans are available at the baseyard.	<i>40 CFR 122.22/HAR 11-55 Appendix B</i>				
SW-04	The facility has submitted its annual Discharge Monitoring Report (DMR) for storm water discharges to the HDOH.	Storm water sampling must be submitted to HDOH and/or EPA on DMR forms. Include entire laboratory packet with chemical data and quality control/assurance data. <i>HAR 11-55-18, 23, 28-30</i>				Date of Last DMR Submitted:
SW-05	The facility maintains accurate records of the monitoring data for a minimum of five (5) years.	<i>HAR 11-55-29</i>				

**HAWAII DEPARTMENT OF TRANSPORTATION**  
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**COMPLIANCE, BEST MANAGEMENT PRACTICES, AND POLLUTION PREVENTION CHECKLISTS**  
**STORM WATER AND SPILL CONTINGENCY MANAGEMENT**

**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
SW-06	Discharge pathways of all floor and facility drains are known and permitted by regulatory permits or regulations. If a drain discharges to surface water, the discharge is covered under a NPDES permit.	If a floor drain(s) discharges storm water and discharges to storm drain system or State water (navigable) the drain must be covered by an NPDES permit. If a drain discharges non-storm water (other than those stated in Guidance 1, the discharge must undergo pretreatment (i.e. oil/water separator [OWS]) and be discharged to a permitted sanitary sewer connection or HDOH approved discharge point (i.e. drying/evaporation pond). One exception is restroom drains that discharge directly to a sanitary sewer. <i>40 CFR 122.26/HAR 11-62/ HAR 11-55</i>				
SW-07	If a drain discharges to a municipal sanitary sewer, the facility has a permit from the publicly-owned treatment works (POTW).	<i>City and County of Honolulu Sewer Ordinance 14/ Clean Water Act Section 204(b) and 40</i>				
SW-08	Discharge points to storm drainage system do not exhibit unusual characteristics such as color, odor, sheen, foam, or floatables.	Discharges of storm water associated with industrial activity are not permitted to exhibit these characteristics and if the storm water does exhibit one or more of these characteristics, the discharge would be in violation of HAR 11-54 Hawaii Water Quality Standards. <i>40 CFR 122.26/HAR 11-54</i>				
SW-09	Washing takes place in a designated area and is designed to prevent storm water run on/runoff.	<i>40 CFR 122.26/HAR 11-55/SWPCP</i>				
SW-10	Discharges from washing activities are authorized by Industrial Wastewater Discharge Permit (IWDP), if required, and permit documents are on file at facility.	<i>City and County of Honolulu Sewer Ordinance 14/ Clean Water Act Section 204(b) and 403</i>				IWDP Number:  IWDP Expiration Date:
SW-11	The facility's total aboveground storage capacity (containers 55 gallons or larger) of petroleum products is less than 1320 gallons.	<i>40 CFR 112.1</i>				

**HAWAII DEPARTMENT OF TRANSPORTATION  
AIRPORTS MAINTENANCE FACILITIES  
COMPLIANCE, BEST MANAGEMENT PRACTICES, AND POLLUTION PREVENTION CHECKLISTS  
STORM WATER AND SPILL CONTINGENCY MANAGEMENT**

**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
SW-12	If no to SW-11, the facility has a Spill Prevention, Control and Countermeasure (SPCC) Plan signed by a professional engineer.	If the facility's aboveground storage capacity exceeds 1320 gallons and the facility is located within close proximity to navigable waters, then the facility must obtain a SPCC that is approved by a professional engineer. To determine this capacity, count only aboveground containers 55 gallons and larger, and count empty containers as part of the total capacity. <i>40 CFR 112.7/SPCC</i>				Date of SPCC Plan:
SW-13	The SPCC Plan has been updated within the last five years.	<i>40 CFR 112.7/SPCC</i>				Date of SPCC Plan Last Revision:
SW-14	All changes to the personnel responsibilities, facility layout and potential pollutants source and activities have been updated in the SWPCP and/or SPCC.	<i>40 CFR 112.7/SPCC/HAR 11-55/SWPCP</i>				
SW-15	Spills are cleaned thoroughly. Petroleum spills are cleaned until water added to spill area does not produce a sheen.	<i>40 CFR 122.26/HAR 11-55/SWPCP and HAR 11-451</i>				
SW-16	Personnel have been trained in spill prevention and response and spill training records are maintained on site.	<i>40 CFR 122.26/HAR 11-55/SWPCP</i>				Date of Last Training:
SW-17	Personnel and covered tenant maintenance personnel have received annual storm water Best Management Practices (BMPs) awareness training, and training records are maintained at the facility.	Annual storm water BMP training is mandatory for maintenance employees employed at facilities which have facility NPDES training. <i>40 CFR 122.26/HAR 11-55/SWPCP</i>				Date of Last Training:
SW-18	DOT Airports personnel with Fuel-handling responsibility are trained annually on fueling BMPs, spill cleanup practices, and the content of the SPCC plan, SWMP, and SWPCP [if facility has these plans].	<i>40 CFR 112.7 and 40 CFR 122.26/HAR 11-55/SWPCP</i>				Date of Last Training:

**HAWAII DEPARTMENT OF TRANSPORTATION  
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COMPLIANCE, BEST MANAGEMENT PRACTICES, AND POLLUTION PREVENTION CHECKLISTS  
STORM WATER AND SPILL CONTINGENCY MANAGEMENT**

**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
SW-19	If an NPDES Individual Permit or NGPC covers the facility, all reporting requirements under the permit have been completed and are up to date.	Reporting requirements will be stated in the SWPCP(s). <i>40 CFR 112.7 and 40 CFR 122.26/HAR 11-55/SWPCP</i>				
SW-20	Spill containment for fixed and mobile fueling areas should be adequate to contain spills.	If the facility is required to be covered by a SPCC plan, fueling areas shall have appropriate containment procedures to prevent discharge of fuel. <i>40 CFR 112.7/SPCC and HAR 11-55/SWPCP</i>				

**HAWAII DEPARTMENT      TRANSPORTATION**  
**AIRPORTS MAINTENANCE FACILITIES**  
**COMPLIANCE, BEST MANAGEMENT PRACTICES, AND POLLUTION PREVENTION CHECKLISTS**  
**STORM WATER AND SPILL CONTINGENCY MANAGEMENT**

**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

<b>BEST MANAGEMENT PRACTICES</b>		<b>GUIDANCE</b>	<b>Y</b>	<b>N</b>	<b>N A</b>	<b>COMMENTS</b> <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
SW-21	Areas of the facility exposed to storm water are NOT wet during dry weather and are free of stains.	Other than storm water, only the following are allowed into storm drains or State waters: water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration, uncontaminated pumped ground water, discharges from potable sources and foundation drains, air conditioning condensate, water from individual residential car washing, discharge from dechlorinated swimming pools, residential street wash water, and discharges from fire fighting activities. <i>40 CFR 122.26/HAR 11-55</i>				
SW-22	Oily or leaking equipment is stored under cover or with drip pans. Drip pans are emptied and replaced as needed.	Storm drains and the area surrounding drains must be kept clean and free of debris. Stains may indicate that contaminated storm water runoff is potentially being discharged. <i>40 CFR 122.26/HAR 11-55/SWPCP</i>				
SW-23	Fluids and batteries are removed from salvage equipment before storage.	Unattended vehicles could discharge petroleum or other hazardous materials to the ground, thereby potentially exposing these contaminants to storm water runoff. <i>40 CFR 122.26/HAR 11-55/SWPCP</i>				

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**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

<b>BEST MANAGEMENT PRACTICES</b>		<b>GUIDANCE</b>	<b>Y</b>	<b>N</b>	<b>N A</b>	<b>COMMENTS</b> <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
SW-24	Structural controls, such as containment sumps or OWSs are emptied and serviced regularly, according to the manufacturer's instructions, SWPCP, and IWDPs.	The manufacturer should have recommended maintenance that is to be performed on the OWSs. If regular maintenance does not occur, the efficiency of the OWS will be reduced and the facility may exceed allowable discharges of oils, grease, and sediment to the sanitary sewer or final disposal site. Containment sumps must be regularly emptied to maintain emergency holding capacity. <i>City and County of Honolulu Sewer Ordinance 14/ Clean Water Act Section 204(b) and 40 CFR 204 and 403</i>				
SW-25	Outdoor storage areas have secondary containment and integrity protection. Coverings prevent contact of these items with storm water.	To prevent contact with storm water runoff, loading/unloading areas should be covered and materials stored outdoors should be kept above the ground (higher than the level of the runoff flows) on pallets or shelves and covered by a tarp or plastic sheeting. Berms or other containment methods are recommended. <i>40 CFR 112.7/SPCC and 40 CFR 122.26/HAR 11-55/SWPCP</i>				
SW-26	Maintenance is performed in an authorized area and clean up activities do not impact the storm water drainage system.	<i>40 CFR 122.26/HAR 11-55/SWPCP</i>				
SW-27	Routine maintenance logs for equipment are maintained and available for inspection.	Maintenance of vehicles and equipment will reduce spills that could potentially be exposed to storm water. <i>SWPCP</i>				



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<b>BEST MANAGEMENT PRACTICES</b>		<b>GUIDANCE</b>	<b>Y</b>	<b>N</b>	<b>N A</b>	<b>COMMENTS</b> <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
SW-28	Fueling area operations are effective in preventing storm water run on/runoff.	<i>40 CFR 112.7/SPCC/HAR 11-55/SWPCP</i>				
SW-29	Fueling areas are free of unattended stains, and spill cleanup materials (Spill Kits) are readily available.	Petroleum spills must be cleaned (no sheen when exposed to water) within 72 hours or spill must be reported to HDOH (808)586-4249 and National Response Center (NRC) at (800) 424-8802. <i>40 CFR 122.26/HAR 11-55/SWPCP</i>				
SW-30	Storm water accumulation in secondary containment areas is minimized, managed, disposed of correctly, and logged.	Accumulation of storm water in secondary containment must be visually determined to be free of pollutants or tested prior to discharge to storm drain or surface water. The facility must make a report and include with storm water-NPDES records. Note: if accumulated water does contain contaminants the facility must not discharge the storm water to the storm drain or receiving water and must treat the water as wastewater. Wastewater can undergo pretreatment and be discharged to sanitary sewer if allowed under IWDP or a contractor may be called to properly dispose of wastewater. <i>40 CFR 112.8/SPCC/SWPCP</i>				
SW-31	Visible piping, tanks, and hoses do not exhibit signs of leakage, wear, or malfunction. Fuel pumps and tank inlets are clearly labeled. Inspection logs are maintained and available for inspection.	<i>40 CFR 112.8/SPCC</i>				
SW-32	Wash water treatment systems, such as sumps, oil/water separators, and reclamation systems are maintained according to the manufacturers' specifications and the IWDP [if one is needed].	<i>City and County of Honolulu Sewer Ordinance 14</i>				

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<b>BEST MANAGEMENT PRACTICES</b>		<b>GUIDANCE</b>	<b>Y</b>	<b>N</b>	<b>N A</b>	<b>COMMENTS</b> <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
SW-33	Spill kits are placed in high-risk spill areas (fueling area, hazardous waste accumulation area, chemical storage area, and used oil storage area).	Areas at high risk for spills which may include oil collection points, fuel pumps, hazardous material storage areas, drum storage areas, and ASTs. Spill control materials should be kept close by so that any spills or leaks can be quickly contained to prevent contamination of the ground or surface waters. <i>40 CFR 112.7/SPCC/HAR 11-55/SWPCP</i>				
SW-34	If spill may flow to storm drain or receiving water, there are booms or other diversion methods available onsite to prevent spill from reaching storm drains or navigable waters.	<i>40 CFR 122.26/HAR 11-55/SWPCP</i>				
SW-35	Spill kits are inspected and replenished monthly or after kits are utilized.	<i>40 CFR 112.7/SPCC/HAR 11-55/SWPCP</i>				
SW-36	Records have been kept of spills and releases in SWPCP or SPCC Spill and Discharge Log.	<i>40 CFR 122.26/HAR 11-55/SWPCP and HAR 11-451</i>				
SW-37	Good housekeeping controls are implemented to contain debris and pollutants generated by outdoor building maintenance activities.	The facility is kept clean and free of debris that could mix with and contaminate storm water.				
SW-38	Loading areas are designed and located to minimize impacts to storm water drainage system.	<i>40 CFR 122.26/HAR 11-55/SWPCP</i>				
SW-39	Loading areas are free of unattended stains or pavement degradation that would indicate poor material handling practices.	To prevent contact with storm water runoff, loading/unloading areas should be covered and materials stored outdoors should be above the ground (higher than the level of the runoff flows) on pallets or shelves and covered by a tarp or plastic sheeting. <i>40 CFR 122.26/HAR 11-55/SWPCP and 40 CFR 112.7/SPCC</i>				

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<b>BEST MANAGEMENT PRACTICES</b>		<b>GUIDANCE</b>	<b>Y</b>	<b>N</b>	<b>NA</b>	<b>COMMENTS</b> <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
SW-40	Fertilizers, pesticides, and herbicides are applied according to manufacturer's instructions and not applied before or during a rain event.	SWPCP				
SW-41	All work areas and storage areas are neat and clean.	SWPCP				
SW-42	Storm water drainage systems are cleaned regularly and are labeled with "No Dumping" placards to educate personnel that non-storm water is not to be discharged into the storm drainage system.	SWPCP				
SW-43	Catch basins are clean and free of debris and stains.	SWPCP				
SW-44	Dumpsters and recycle bins are kept closed when not in use.	If dumpsters are not stored under cover, dumpsters must be covered when not in use and dumpster housing should be leak proof to prevent commingling with storm water. SWPCP				
SW-45	Potential pollutants are stored under covered areas.	SWPCP				
SW-46	Material storage containers, equipment, etc. are not leaking.	SWPCP				
SW-47	There is no dirt/debris accumulation/buildup in parking areas.	SWPCP				

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POLLUTION PREVENTION		GUIDANCE	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
SW-48	Paved surfaces are dry swept vs. washed down and sweepings are disposed of properly.	SWPCP				
SW-49	Adequate plans and spill cleanup materials are on hand to address spills and leaks in each storage area.	Based on volumes and types of chemical (acids, bases, petroleum, or oxidizers) stored at facility stock spill kit to be able to contain and properly treat spill. Make sure spill clean up absorbents and materials are disposed of accordingly (solid waste or hazardous waste depending on spilt material). 40 CFR 112.7/SPCC and 40 CFR 122.26/HAR 11-55/SWPCP				
SW-50	The Conservation Checklist has been completed and is up to date.	Use of water is minimized in washing activities.				
SW-51	Existing products and materials are used before purchasing or using additional ones of the same kind.					
SW-52	Excessive watering of landscaped areas is avoided.					

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COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
WM-01	The facility generates and/or stores hazardous waste.	40 CFR 261/HAR 11-261				If yes, list types of hazardous waste:
WM-02	The facility has an Environmental Protection Agency (EPA) hazardous waste generator identification number, if required.	40 CFR 262/HAR 11-262				EPA ID Number:
WM-03	The facility generates 220 pounds or less of hazardous waste per month.	If yes, the facility is a Conditionally Exempt Small Quantity Generator (CESQG). 40 CFR 261.5/HAR 11-261				
WM-04	The facility generates between 220 pounds and 2,200 pounds of hazardous waste per month.	If yes, the facility is a Small Quantity Generator (SQG) and must have an EPA ID number and follow SQG regulations. 40 CFR 262/HAR 11-262				
WM-05	The facility generates over 2,200 pounds of hazardous waste per month.	If yes, the facility is a Large Quantity Generator (LQG) and must have an EPA ID number and follow LQG regulations. 40 CFR 262/HAR 11-262				
WM-06	For SQG, all personnel who handle hazardous waste or come in contact with hazardous waste are trained and training records documented, and past training logs are available at the facility.	All employees must be thoroughly familiar with proper waste handling and emergency procedures, relevant to their responsibilities during normal facility operations and emergencies. LQG have requirements that are stricter than SQG requirements. Report a LQG status to the Office of Special Compliance for special instructions. 40 CFR 262.34				Date of Last Training:
WM-07	For SQG, there is at least one employee either on the premises or on call with the responsibility for coordinating all emergency response measures. This employee is the Emergency Coordinator.	The Emergency Coordinator or his designee must respond to any emergencies that arise. LQG have requirements that are stricter than SQG requirements. Report a LQG status to the Office of Special Compliance for special instructions. 40 CFR 262.34				Name of Emergency Coordinator:  Phone Number of Emergency Coordinator:

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COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
WM-08	For SQG, all proper emergency measures are in place.	<p>The generator must post the following information next to the telephone:</p> <ul style="list-style-type: none"> <li>▪ Name and telephone number of the emergency coordinator</li> <li>▪ Location of fire extinguishers and spill control materials, and, if present, fire alarm</li> <li>▪ Telephone number of the fire department, unless the facility has a direct alarm</li> </ul> <p>LQG have requirements that are stricter than SQG requirements. Report a LQG status to the Office of Special Compliance for special instructions. <i>40 CFR 262.34</i></p>				
WM-09	The facility stores hazardous waste in appropriate containers.	<p>Containers must meet the following requirements: clearly marked with the words "Hazardous Waste" and the date when waste accumulation began; kept in good condition and stored in a manner that minimizes risks of ruptures, leaks, or corrosion; kept closed except when being filled or emptied, except if volatile explosion is possible and emergency ventilation is needed; inspected at least once per week for leaks and corrosion; and stored in a manner that minimizes the potential for accidental mixing of incompatible materials. <i>40 CFR 262/HAR 11-262</i></p>				

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COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
WM-10	The facility meets hazardous waste storage requirements.	CESQG have no maximum onsite time limits for storage, but cannot accumulate more than 2200 lbs of hazardous waste, 2.2 lbs of acutely hazardous waste, or 220 lbs of acutely hazardous waste spill residue at any time.  SQG can accumulate no more than 13200 lbs of hazardous waste onsite for up to 180 days without a permit or up to 270 days if the facility must transport the hazardous waste more than 200 miles to a treatment, storage, and disposal facility (TSDF).  LQG may accumulate any amount of hazardous waste for no more than 90 days. <i>40 CFR 262/HAR 11-262</i>				
WM-11	If the facility is a SQG or LQG, the facility correctly labels hazardous waste containers.	Hazardous waste storage containers must be clearly marked with the words "Hazardous Waste" and the accumulation start date. <i>40 CFR 262 /HAR 11-262</i>				
WM-12	If the Facility is a SQG or LQG, the facility utilizes a Uniform Hazardous Waste Manifest to document the transport and disposal of each shipment of hazardous waste. Copies of these manifests are kept for a minimum of 3 years.	<i>40 CFR 262.40 and 40 CFR 263/HAR 11-262/263</i>				Location of Uniform Hazardous Waste Manifests:
WM-13	Hazardous waste is transported and removed by a qualified and EPA authorized transporter(s).	<i>40 CFR 263/HAR 11-263</i>				Transporter Name:  Transporter EPA ID No.:

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<b>COMPLIANCE</b>		<b>GUIDANCE / REGULATORY APPLICABILITY</b>	<b>Y</b>	<b>N</b>	<b>N A</b>	<b>COMMENTS</b> <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
WM-14	All hazardous materials are appropriately labeled and differentiated from hazardous wastes.	Hazardous materials should be appropriately labeled in accordance with <i>29 CFR 1910</i> .  For materials that are waste, a waste determination is needed and the waste shall be managed appropriately. <i>40 CFR 261 and 40 CFR 262.</i>				
WM-15	Hazardous waste that is located on-site is limited to that which is generated at the facility.	Do not transport, accept, or store hazardous waste/potential hazardous waste from areas outside the facility. <i>40 CFR 262 and HAR 11-262</i>				
WM-16	If the facility generates Used Oil, all of the following conditions are met: <ul style="list-style-type: none"> <li>Used Oil is stored in tanks or containers: (1) In good condition (no severe rusting, apparent structural defects or deterioration); and (2) Not leaking (no visible leaks).</li> <li>Containers and aboveground tanks used to store used oil at generator facilities are labeled or marked clearly with the words "Used Oil."</li> <li>Fill pipes used to transfer used oil into underground storage tanks at generator facilities are labeled or marked clearly with the words "Used Oil."</li> <li>Used Oil is transported only by transporters who have obtained EPA identification numbers and a State permit.</li> <li>Records for Used Oil disposal is kept for a minimum of 3 years.</li> </ul>	<i>40 CFR 279 / HAR 11-279</i>				Used Oil Transporter:  Used Oil Transporter Permit #:



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COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
WM-17	When placed out-of-service, spent lead-acid batteries are protected from contact with storm water runoff, and placed on secondary containment. The area where spent lead-acid batteries are stored is labeled "Recyclable Materials/Spent Lead-Acid Batteries".	Spent lead-acid batteries that are being reclaimed are known as "recyclable materials". <i>40 CFR 261.6 and HAR 11-261-6</i>				
WM-18	Documentation of recycling of spent lead-acid batteries is available and maintained.	<i>40 CFR 261.6 and HAR 11-261-6</i>				Location of spent lead-acid battery recycling/disposal logs:
WM-19	The facility is a generator of Universal Waste Lamps.	Generator means any person, by site, whose act or process produces hazardous waste or whose act first causes a hazardous waste to become subject to regulation.  Examples of Universal Waste Lamps include, but are not limited to, fluorescent, high intensity discharge, neon, mercury vapor, high pressure sodium, and metal halide. <i>40 CFR 273.9</i>				

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COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
WM-20	<p>If handling used lamps as a small quantity Universal Waste handler, all of the following Universal Waste management procedures are followed:</p> <ul style="list-style-type: none"> <li>▪ Universal Waste is labeled with start accumulation date.</li> <li>▪ Universal Waste is accumulated for no longer than one year from the date of generation.</li> <li>▪ Waste lamps are marked with any of the following phrases: "Universal Waste-Lamp(s)," or "Waste Lamp(s)," or "Used Lamp(s)".</li> <li>▪ Waste lamps are stored in containers or packages that are structurally sound to prevent breakage and are compatible with the waste. The containers are also closed, and lack evidence of spillage or damage that could cause leakage under reasonably foreseeable conditions.</li> <li>▪ Any lamp that shows evidence of breakage, leakage, or damage is immediately cleaned up and placed in a container that will contain mercury or other hazardous constituents.</li> </ul>	<p>A small quantity handler accumulates less than 11,000 lbs total of Universal Waste at one time. <i>40 CFR 273/HAR 11-273.9</i></p>				
WM-21	<p>Employees who handle or have responsibility for managing the Universal Waste Lamps have training regarding proper handling and emergency procedures appropriate to the type(s) of universal waste handled at the facility.</p>	<p><i>40 CFR 273/HAR 11-273.16</i></p>				Date of Last Training:

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BEST MANAGEMENT PRACTICES		GUIDANCE	Y	N	NA	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
WM-22	If the facility has an oil water separator (OWS), the OWS is clean and maintained in accordance with the manufacturer's recommended maintenance schedule.  Also, maintenance logs and disposal manifests for the waste material removed from the OWS are available for inspection at the site.	<i>HAR 11-55/City and County of Honolulu Sewer Ordinance Chapter 14</i>				Location of spent lead-acid OWS maintenance logs:
WM-23	Lids of hazardous materials and hazardous waste are kept closed and secured when not in use.					
WM-24	Solid Waste storage containers are labeled appropriately.					
WM-25	Solid waste storage areas are free of unattended spills or degradations indicating poor waste handling practices.					
WM-26	Solid waste is placed in leak proof containers and covered when not in use.					

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<b>POLLUTION PREVENTION</b>		<b>GUIDANCE</b>	<b>Y</b>	<b>N</b>	<b>N A</b>	<b>COMMENTS</b> <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
WM-27	Used batteries are recycled.					
WM-28	The facility drains used oil filters of their oil and recycles them as scrap metal.					
WM-29	The facility recycles its used antifreeze.					
WM-30	Non-petroleum based cleaning agents are used to conduct equipment cleaning, where practicable.					
WM-31	The facility recycles generated scrap metal and stores the material protected from storm water runoff.					
WM-32	The facility recycles greenwaste and paper/wood products.					
WM-33	The facility prevents contact of the used oil with solvents, fuels, and other contaminants.					
WM-34	Materials such as grease, antifreeze, brake fluid, cleaning agents, hydraulic and transmission fluid, solvents, paints, and oil filters are recycled.					

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COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
TM-01	The facility has aboveground storage tanks (ASTs) or underground storage tanks (USTs) including hydraulic lift tanks, emergency generator day tanks, fuel storage, and used oil storage tanks.	Facilities with on-site regulated UST systems must submit a notification form to the State of Hawaii Department of Health HDOH UST program. The form includes certification of compliance with federal requirements for installation, cathodic protection, release detection, and financial responsibility for UST systems installed after 22 December 1988. <i>40 CFR 280/HAR 11-281</i>				If yes, list number/types:  Contents:  Capacity:
TM-02	The facility has notified the HDOH UST program office of all USTs located on-site.	Facilities with on-site regulated UST systems must submit a notification form to the HDOH UST program. The form includes certification of compliance with federal requirements for installation, cathodic protection, release detection, and financial responsibility for UST systems installed after 22 December 1988. <i>40 CFR 280/HAR 11-281</i>				
TM-03	The facility has notified HDOH within required time periods prior to any installation/upgrade, inspection, change in service status, closure/closure assessment of USTs, and records are maintained onsite.	<i>40 CFR 280/HAR 11-281</i>				Name of Contractor:
TM-04	The facility's certified contractor has submitted a UST System Installation and Removal Form to HDOH for any UST installed or closed at the facility.	<i>40 CFR 280/HAR 11-281</i>				Certified Contractor:
TM-05	Facility personnel are properly trained to operate ASTs and USTs according to the manufacturer's specifications.	<i>40 CFR 280/HAR 11-281</i>				Last Training Date:

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COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
TM-06	The facility conducts monthly leak detection for tanks and piping of all on-site USTs, and maintenance records are retained on-site.	Federally regulated UST systems must conduct leak detection. A facility may use the monthly monitoring methods to conduct leak detection of tanks. They include the following: <ul style="list-style-type: none"> <li>• Automatic tank gauging</li> <li>• Monitoring for vapors in soil.</li> <li>• Interstitial monitoring</li> <li>• Groundwater monitoring</li> <li>• Statistical inventory reconciliation</li> <li>• Other methods approved by the regulatory authority.</li> </ul> In addition, any pressurized piping must have: (1) monthly monitoring (as described above) or annual line testing, and (2) an automatic flow restrictor, an automatic shutoff device, or a continuous alarm system. <i>HAR 11-281-51 to 54</i>				
TM-07	Exterior portions of the tanks and aboveground integral piping are constructed of non-corrodible material, have cathodic protection, or are otherwise adequately protected against corrosion.	<i>40 CFR 280/HAR 11-281</i>				
TM-08	Identified or suspected releases are reported to HDOH within 24 hours.	The facility must report suspected and actual leaks to the HDOH UST regulatory authority within 24 hours. The facility must then immediately investigate and confirm such a release. <i>HAR 11-281-61 through 64</i>				
TM-09	The facility uses overfill protection measures and spill containment methods for fueling operations.	USTs are required to have adequate overfill protection and spill containment measures as outlined in <i>HAR 11-281-14</i>				

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COMPLIANCE, BEST MANAGEMENT PRACTICES, AND POLLUTION PREVENTION CHECKLISTS  
TANK MANAGEMENT**

**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
TM-10	ASTs meet or exceed National Fire Protection Association (NFPA) requirements.	If the facility has a marine service station, all ASTs at the facility must meet the NFPA requirements under NFPA 30A Automotive and Marine Service Station Code and NFPA 30 Flammable and Combustible Liquids Code.				
TM-11	The facility manages and inspects ASTs on a periodic basis for leaks or other hazardous conditions.	<i>40 CFR 112.7/SWPCP</i>				
TM-12	If the facility uses groundwater monitoring wells, required monitoring is performed and records kept. If vapor monitoring is conducted at the facility, the facility has developed and implemented a vapor monitoring plan.	<i>40 CFR 280/HAR 11-281</i>				Vapor Monitoring Plan Date:
TM-13	For tanks with capacity greater than 1,100 gallons, inventory is monitored daily.	<i>40 CFR 280/HAR 11-281</i>				
TM-14	ASTs and USTs used to store used oil are labeled or marked clearly with the words "Used Oil".	<i>40 CFR 279.54</i>				

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**TANK MANAGEMENT**

**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
TM-15	Records are maintained for the following: <ul style="list-style-type: none"> <li>• Results of internal inspections and non-destructive testing and any performance claims for release detection equipment described in writing by the equipment manufacturer or installer, including required calibration/maintenance schedules and operating manuals must be retained for the life of the equipment</li> <li>• Records of all calibration, maintenance, and repair of release detection equipment must be retained on-site for a period of at least 12 months.</li> <li>• Records of the past 12 months of release detection.</li> <li>• The most recent tank and line tightness tests and test results of automatic line leak detectors (including all testing data) must be maintained until the next test.</li> <li>• Documentation of the site assessment must be retained for three years following a change in service or permanent closure.</li> <li>• Records of storage tank system installations, replacements, and upgrades, as well as tank permits shall be maintained on-site and be available upon inspection</li> </ul>	Refer to <i>40 CFR 280 and HAR 11-281</i> for more complete reporting and recordkeeping requirements.				
TM-16	For USTs removed from the facility, the HDOH has issued a "No Further Action" statement for the closure of the tanks.					



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**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

BEST MANAGEMENT PRACTICES		GUIDANCE	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
TM-17	Tanks are labeled or marked clearly with the name of the contents stored in the tank.					
TM-18	Spill containment structures (i.e. catch basis, secondary containment, etc.) are routinely inspected, emptied, and their contents properly handled/disposed.					
TM-19	Frequent walkthrough inspections of AST/UST operations and equipment are conducted to ensure proper integrity and function.					
TM-20	Spills are attended to immediately and a record of all spills and response measures are documented.					
TM-21	Personnel are have a clear understanding of how AST and UST operations can impact the environment and other permitted/regulated programs such as NPDES.					

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**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

<b>POLLUTION PREVENTION</b>		<b>GUIDANCE</b>	<b>Y</b>	<b>N</b>	<b>N A</b>	<b>COMMENTS</b> <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
TM-22	Adequate spill response equipment is readily available in fueling areas and near tanks in non-fueling areas.	Portable absorbent booms and dry absorbent materials such as kitty litter or organic-based absorbents should be readily available for a quick response to spills. Dispose of used absorbent properly in accordance with federal and state regulations.				
TM-23	Ensure that all tanks are installed according to industry standards and with great care to maintain the integrity and the corrosion protection of the tank.					
TM-24	All reasonable and practicable measures are taken to reduce the risk of pollution when performing any installation, maintenance, filling, or decommissioning of ASTs and USTs.					

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EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW**

**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
HM-01	Does the facility store extremely hazardous substances (EHSs) above threshold planning quantities (TPQs) published in 40 CFR 355 Appendices A and B?	40 CFR 370/40 CFR 372 / HAR 11-451 / HRS 128D, HRS 128E				If yes, list substances:
HM-02	Does the facility store 10,000 pounds or more of a hazardous material?	In Hawaii, non-retail facilities that have gasoline and diesel fuels on their inventory are required to obtain material safety data sheets (MSDSs) for these fuels. 1600 gallons of gasoline is approximately 10,000 pounds. 40 CFR 370/40 CFR 372 / HRS 128D, HRS 128E				If yes, list hazardous materials:
HM-03	If answered 'yes' to HM-01 or HM-02, the facility has submitted a completed Chemical Inventory (Tier II) Form and appropriate filing fee to the following: Hawaii State Emergency Response Commission, Local Emergency Planning Committee, and Local Fire Department.	The Tier II Form shall include: chemical name, quantity stored at site, hazardous components, health and physical hazards, and storage information. Also a \$100 filing fee and facility diagram/location maps must be submitted by March 1 of each year to HDOH. 40 CFR 370/40 CFR 372 / HAR 11-451 / HRS 128D, HRS 128E				

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**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
HM-04	If the facility is subject to Hawaii Emergency Response Planning and Community Right-to-Know (HEPCRA) (answered yes to either HM-01 or HM-02), the facility has reported all releases of hazardous chemicals that breached the boundaries of the facility to HDOH.	Release reporting requirements include the following: chemical name or identity involved with release; an indication of whether the substance is an EHS; an estimate of the quantity released into the environment; time and duration of release; the medium or media into which the release occurred; known or anticipated acute or chronic health risks and appropriate advice regarding medical attention necessary for exposed individuals; proper precautions to take as a result of the release; and the names and phone numbers of the person(s) to be contacted for further information. Also, provide a written follow-up emergency notice that includes: actions taken to respond/contain; known or anticipated acute/chronic health risks; and advice regarding medical attention necessary for exposed individuals. <i>HRS 128E and 40 CFR 355/HAR 11-451</i>				
HM-05	The phone number for the National Response Center is available on-site for immediate reporting of oil spills along with other appropriate spill response numbers.	The National Response Center phone number is: (800) 424-8802  <i>40 CFR 112</i>				
HM-06	Containers are clearly marked with their contents.					

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**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

<b>BEST MANAGEMENT PRACTICES</b>		<b>GUIDANCE</b>	<b>Y</b>	<b>N</b>	<b>N A</b>	<b>COMMENTS</b> <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
HM-07	The facility maintains a master list of all hazardous materials located at the facility.					
HM-08	Storage containers are in good condition (no leaks, corrosion, etc.) and tightly sealed.					
HM-09	Hazardous materials are stored in a designated area equipped with an impervious surface, cover, and secondary containment.					
HM-10	Storage cabinets are kept closed when not in use.					
HM-11	Hazardous Material-handling employees have attended a Hazardous Communication Course at the start of their employment and have been attending annual refresher classes.	<i>29 CFR 1910</i>				

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**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

POLLUTION PREVENTION		GUIDANCE	Y	N	NA	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
HM-12	Storage of hazardous materials are limited to those needed for the maintenance and operation of the building and equipment					
HM-13	The Conservation Checklist has been completed and is up to date.	Chemical purchases are recorded, monitored, and minimized.				

Issue Date:	Revision Number:
Revision Date:	Approved By:

Following completion of the compliance checklist (EF-006), the Maintenance Baseyard Supervisor will prepare this Nonconformance Documentation Form. The completed Compliance Checklist and Nonconformance Documentation Form will be delivered through the chain of command, as listed in the Compliance Checklist flowchart for each Maintenance Baseyard. The Division EMS Coordinator will review the completed Compliance Checklist and Nonconformance Documentation Form. The Maintenance Baseyard Supervisor will inform the Division EMS Coordinator of all corrective actions that were completed to address the deficiencies found.

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State of Hawaii  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Records and Documents List**  
**Environmental Form #: EF-008**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

The following Records and Documents List will be completed in accordance with EP-014 (Record Keeping).

Utilize this list to ensure that all records relating to the HDOT EMS will be properly maintained. Records are essential to assess the performance of the EMS. These records include data that is necessary to track the progress of meeting Objectives and Targets, including supporting documentation. Additional EMS records include: meeting minutes; EMS audit reports; completed checklists; organizational charts; photographs; emergency plans; training records; maintenance records; nonconformance form; training records; etc.

Document No.	Document Type	Document Title	Retention Period	Document Location(s)	HDOT EMS Manual Requirement(s)	Revision Date	Notes



State of Hawaii  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Records and Documents List**  
**Environmental Form #: EF-008**

Document No.	Document Type	Document Title	Retention Period	Document Location(s)	HDOT EMS Manual Requirement(s)	Revision Date	Notes

**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Emergency Incident Response Form**  
**Environmental Form #: EF-009**

Issue Date:	Revision Number:
Revision Date:	Approved By:

The following Emergency Incident Response Form will be completed in accordance with EP-015 (Emergency Incident Response).

This form should be utilized if the regulatory noncompliance is an emergency situation, poses an imminent risk to human health or the environment, or any situation which, if not corrected, could lead to an environmental impact that is inconsistent with the environmental management policy.

Incident Location:				
Description of noncompliance (including how identified):				
Identified by:	Date identified:	Time Identified:		
People/Response Agencies Involved:				
Root cause description (e.g. why it happened; who/what was responsible; how serious were the actual and potential consequence(s); immediate corrective actions taken?):				
Action proposed or taken to prevent recurrence:				
Proposed implementation date:	Actual implementation date:	Responsible individual:		
Likelihood of this happening again?	Circle One:			
	Not possible	Unlikely	Likely	Very likely
Corrective action verified and closed:	If corrective action is not closed; provide reason:			
	If corrective action is closed; provide verification date:			
	Verified by:			



# *Appendix C*

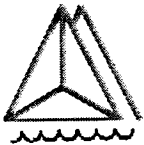
## COMPLIANCE, BMP, AND P2 CHECKLIST

**COMPLIANCE, BEST MANAGEMENT PRACTICES, AND  
POLLUTION PREVENTION CHECKLISTS  
STATE OF HAWAII DEPARTMENT OF TRANSPORTATION  
AIRPORTS MAINTENANCE BASEYARDS**

**STATEWIDE COMPLIANCE-FOCUSED ENVIRONMENTAL MANAGEMENT  
SYSTEM STATE PROJECT No. OSC 06-01**



Prepared For:  
**STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
869 Punchbowl Street  
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Prepared by:  
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and



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1221 Kapiolani Boulevard, Suite 1030  
Honolulu, Hawaii 96814**

ETC Project No. 06-6016

February 2007

## ACRONYMS AND REFERENCES

### LIST OF ACRONYMS

AST	Aboveground Storage Tank
BMP	Best Management Practice
CESQG	Conditionally Exempt Small Quantity Generator
CFR	Code of Federal Regulations
CWA	Clean Water Act
CWB	Department of Health, Clean Water Branch
DAGS	State of Hawaii Department of Accounting and General Services
DMR	Discharge Monitoring Report
EC	Emergency Coordinator
EHS	Extremely Hazardous Substances
EPA	Environmental Protection Agency
ERCRA	Emergency Planning Community Right to Know Act
HAR	Hawaii Administrative Rules
HDOH	State of Hawaii, Department of Health
HDOT	State of Hawaii Department of Transportation
HEER	Hazard Evaluation and Emergency Response
HEPCRA	State of Hawaii Emergency Planning Community Right to Know Act
HRS	Hawaii Revised Statutes
ID	Identification
IWDP	Industrial Wastewater Discharge Permit
LQG	Large Quantity Generator
MSDS	Material Safety Data Sheet
MS4	Municipal Separate Storm Sewer System
NFPA	National Fire Protection Association
NGPC	Notice of General Permit Coverage
NOI	Notice of Intent
NPDES	National Pollutant Discharge Elimination System
NRC	National Response Center
OWS	Oil Water Separator
POTW	Publicly Owned Treatment Works
PPE	Personnel Protective Equipment
RCRA	Resource Conservation and Recovery Act
SPCC	Spill Prevention Control and Countermeasure
SQG	Small Quantity Generator
SWMP	Storm Water Management Plan
SWPCP	Storm Water Pollution Control Plan
TPQ	Threshold Planning Quantity
TSDF	Treatment, Storage, and Disposal Facility
UST	Underground Storage Tank

### REFERENCES

Clean Water Act	<a href="http://www.epa.gov/region5/water/cwa.htm">www.epa.gov/region5/water/cwa.htm</a>
Code of Federal Regulation	<a href="http://www.gpoaccess.gov/cfr/index.html">www.gpoaccess.gov/cfr/index.html</a>
Environmental Protection Agency	<a href="http://www.epa.gov">www.epa.gov</a>
EPCRA	<a href="http://www.epa.gov/region5/defs/html/epcra.htm">www.epa.gov/region5/defs/html/epcra.htm</a>
Hawaii Administrative Rules	<a href="http://www.hawaii.gov/health/about/rules/admrules.html">www.hawaii.gov/health/about/rules/admrules.html</a>
Hazardous Waste	<a href="http://www.epa.gov/epaoswer/osw/hazwaste.htm">www.epa.gov/epaoswer/osw/hazwaste.htm</a>
SPCC	<a href="http://www.epa.gov/oilspill/index.htm">www.epa.gov/oilspill/index.htm</a>

**HAWAII DEPARTMENT OF TRANSPORTATION  
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COMPLIANCE, BEST MANAGEMENT PRACTICES, AND POLLUTION PREVENTION CHECKLISTS  
STORM WATER AND SPILL CONTINGENCY MANAGEMENT**

**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	NA	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
SW-01	The maintenance baseyard performs vehicle/equipment maintenance, washing, and/or stores industrial equipment.	See 40 CFR 122.26 and HAR 11-55 Appendix B for general permit requirements of storm water discharges associated with industrial activity. Baseyards already covered under an individual NPDES are not required to get general permits for storm water discharge. <i>40 CFR 122.26/HAR 11-55/SWPCP</i>				If the answer is yes, the baseyard is required to obtain a NPDES general permit for storm water associated with industrial activity from the State of Hawaii Department of Health (HDOH) (Note: this requirement does not include baseyards covered by an individual permit).  NPDES Permit Number:  NGPC File No:  Permit Expiration Date:
SW-02	If an NPDES Individual Permit or NGPC is required, the permit is current.	<i>40 CFR 122.26/HAR 11-55/SWPCP</i>				
SW-03	If required, the facility has a Storm Water Management Plan (SWMP) and/or Storm Water Pollution Control Plan (SWPCP). Applicable plans are available at the baseyard.	<i>40 CFR 122.22/HAR 11-55 Appendix B</i>				
SW-04	The facility has submitted its annual Discharge Monitoring Report (DMR) for storm water discharges to the HDOH.	Storm water sampling must be submitted to HDOH and/or EPA on DMR forms. Include entire laboratory packet with chemical data and quality control/assurance data. <i>HAR 11-55-18, 23, 28-30</i>				Date of Last DMR Submitted:
SW-05	The facility maintains accurate records of the monitoring data for a minimum of five (5) years.	<i>HAR 11-55-29</i>				

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**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
SW-06	Discharge pathways of all floor and facility drains are known and permitted by regulatory permits or regulations. If a drain discharges to surface water, the discharge is covered under a NPDES permit.	If a floor drain(s) discharges storm water and discharges to storm drain system or State water (navigable) the drain must be covered by an NPDES permit. If a drain discharges non-storm water (other than those stated in Guidance 1, the discharge must undergo pretreatment (i.e. oil/water separator [OWS]) and be discharged to a permitted sanitary sewer connection or HDOH approved discharge point (i.e. drying/evaporation pond). One exception is restroom drains that discharge directly to a sanitary sewer. <i>40 CFR 122.26/HAR 11-62/ HAR 11-55</i>				
SW-07	If a drain discharges to a municipal sanitary sewer, the facility has a permit from the publicly-owned treatment works (POTW).	<i>City and County of Honolulu Sewer Ordinance 14/ Clean Water Act Section 204(b) and 40</i>				
SW-08	Discharge points to storm drainage system do not exhibit unusual characteristics such as color, odor, sheen, foam, or floatable.	Discharges of storm water associated with industrial activity are not permitted to exhibit these characteristics and if the storm water does exhibit one or more of these characteristics, the discharge would be in violation of HAR 11-54 Hawaii Water Quality Standards. <i>40 CFR 122.26/HAR 11-54</i>				
SW-09	Washing takes place in a designated area and is designed to prevent storm water run on/runoff.	<i>40 CFR 122.26/HAR 11-55/SWPCP</i>				
SW-10	Discharges from washing activities are authorized by Industrial Wastewater Discharge Permit (IWDP), if required, and permit documents are on file at facility.	<i>City and County of Honolulu Sewer Ordinance 14/ Clean Water Act Section 204(b) and 403</i>				IWDP Number:  IWDP Expiration Date:
SW-11	The facility's total aboveground storage capacity (containers 55 gallons or larger) of petroleum products is less than 1320 gallons.	<i>40 CFR 112.1</i>				



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**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
SW-12	If no to SW-11, the facility has a Spill Prevention, Control and Countermeasure (SPCC) Plan signed by a professional engineer.	If the facility's aboveground storage capacity exceeds 1320 gallons and the facility is located within close proximity to navigable waters, then the facility must obtain a SPCC that is approved by a professional engineer. To determine this capacity, count only aboveground containers 55 gallons and larger, and count empty containers as part of the total capacity. <i>40 CFR 112.7/SPCC</i>				Date of SPCC Plan:
SW-13	The SPCC Plan has been updated within the last five years, and is reviewed annually to ensure that it is current.	<i>40 CFR 112.7/SPCC</i>				Date of SPCC Plan Last Revision:  Date of SPCC Plan Last Review:
SW-14	All changes to the personnel responsibilities, facility layout and potential pollutants source and activities have been updated in the SWMP, SWPCP, and/or SPCC.	<i>40 CFR 112.7/SPCC/HAR 11-55/SWPCP</i>				
SW-15	Spills are cleaned thoroughly. Petroleum spills are cleaned until water added to spill area does not produce a sheen.	<i>40 CFR 122.26/HAR 11-55/SWPCP and HAR 11-451</i>				
SW-16	Personnel have been trained in spill prevention and response and spill training records are maintained on site.	<i>40 CFR 122.26/HAR 11-55/SWPCP</i>				Date of Last Training:
SW-17	Personnel and covered tenant maintenance personnel have received annual storm water Best Management Practices (BMPs) awareness training, and training records are maintained at the baseyard.	Annual storm water BMP training is mandatory for maintenance employees employed at facilities which have facility NPDES training. <i>40 CFR 122.26/HAR 11-55/SWPCP</i>				Date of Last Training:
SW-18	DOTA personnel with fuel-handling responsibility are trained annually on fueling BMPs, spill cleanup practices, and the content of the SPCC plan, SWMP, and SWPCP [if facility has these plans].	<i>40 CFR 112.7 and 40 CFR 122.26/HAR 11-55/SWPCP</i>				Date of Last Training:

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**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
SW-19	End-of-Year reporting requirements that are specified under NPDES Permit HI S000005 - Item F are completed by August 31 <sup>st</sup> of each fiscal year (Honolulu International Airport only).	Storm Water Monitoring Plan: 1. Storm Water Control Measures 2. Requirements 3. Past Activities 4. Future Activities 5. Resources 6. Modifications Annual Monitoring Report 1. Written narrative of past fiscal year's monitoring activities 2. Summary and analysis of monitoring data 3. Discharge Monitoring Report Forms 4. Explanation of pollutant origin 5. Explanation of the need for additional or different monitoring points 6. Upcoming year monitoring plan 7. Report for allowable emergency non-storm water discharges in past fiscal year 8. Data from level of pollutants in non-storm water discharges to DOT-AIR Small MS4 9. Relate rainfall events, measured pollutant levels, and discharge volumes using collected rainfall data from the DOT-AIR Small MS4.				
SW-20	Secondary containment devices for fixed and mobile fueling areas are adequate to contain spills.	If the facility is required to be covered by a SPCC plan, fueling areas shall have appropriate containment procedures to prevent discharge of fuel. <i>40 CFR 112.7/SPCC and HAR 11-55/ SWPCPfueling</i>				

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**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

BEST MANAGEMENT PRACTICES		GUIDANCE	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
SW-21	Areas of the facility exposed to storm water are NOT wet during dry weather and are free of stains.	Other than storm water, only the following are allowed into storm drains or State waters: water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration, uncontaminated pumped ground water, discharges from potable sources and foundation drains, air conditioning condensate, water from individual residential car washing, discharge from dechlorinated swimming pools, residential street wash water, and discharges from fire fighting activities. <i>40 CFR 122.26/HAR 11-55</i>				
SW-22	Oily or leaking equipment is stored under cover or with drip pans. Drip pans are emptied and replaced as needed.	Storm drains and the area surrounding drains must be kept clean and free of debris. Stains may indicate that contaminated storm water runoff is potentially being discharged. <i>40 CFR 122.26/HAR 11-55/SWPCP</i>				
SW-23	Fluids and batteries are removed from salvage equipment before storage.	Unattended vehicles could discharge petroleum or other hazardous materials to the ground, thereby potentially exposing these contaminants to storm water runoff. <i>40 CFR 122.26/HAR 11-55/SWPCP</i>				

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**STORM WATER AND SPILL CONTINGENCY MANAGEMENT**

**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

BEST MANAGEMENT PRACTICES		GUIDANCE	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
SW-24	Structural controls, such as containment sumps or OWSs are emptied and serviced regularly, according to the manufacturer's instructions, SWPCP, and IWDPs.	The manufacturer should have recommended maintenance that is to be performed on the OWSs. If regular maintenance does not occur, the efficiency of the OWS will be reduced and the facility may exceed allowable discharges of oils, grease, and sediment to the sanitary sewer or final disposal site. Containment sumps must be regularly emptied to maintain emergency holding capacity. <i>City and County of Honolulu Sewer Ordinance 14/ Clean Water Act Section 204(b) and 40 CFR 204 and 403</i>				
SW-25	Outdoor storage areas have secondary containment and integrity protection. Coverings prevent contact of these items with storm water.	To prevent contact with storm water runoff, loading/unloading areas should be covered and materials stored outdoors should be kept above the ground (higher than the level of the runoff flows) on pallets or shelves and covered by a tarp or plastic sheeting. Berms or other containment methods are recommended. <i>40 CFR 112.7/SPCC and 40 CFR 122.26/HAR 11-55/SWPCP</i>				
SW-26	Maintenance is performed in an authorized area and clean up activities do not impact the storm water drainage system.	<i>40 CFR 122.26/HAR 11-55/SWPCP</i>				
SW-27	Routine maintenance logs for equipment are maintained and available for inspection.	Maintenance of vehicles and equipment will reduce spills that could potentially be exposed to storm water. <i>SWPCP</i>				
SW-28	Fueling area operations are effective in preventing storm water run on/runoff.	<i>40 CFR 112.7/SPCC/HAR 11-55/SWPCP</i>				

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**STORM WATER AND SPILL CONTINGENCY MANAGEMENT**

**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

BEST MANAGEMENT PRACTICES		GUIDANCE	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
SW-29	Fueling areas are free of unattended stains, and spill cleanup materials (Spill Kits) are readily available.	Petroleum spills must be cleaned (no sheen when exposed to water) within 72 hours or spill must be reported to HDOH (808)586-4249 and National Response Center (NRC) at (800) 424-8802. <i>40 CFR 122.26/HAR 11-55/SWPCP</i>				
SW-30	Storm water accumulation in secondary containment areas is minimized, managed, disposed of correctly, and logged.	Accumulation of storm water in secondary containment must be visually determined to be free of pollutants or tested prior to discharge to storm drain or surface water. The facility must make a report and include with storm water-NPDES records. Note: if accumulated water does contain contaminants the facility must not discharge the storm water to the storm drain or receiving water and must treat the water as wastewater. Wastewater can undergo pretreatment and be discharged to sanitary sewer if allowed under IWDP or a contractor may be called to properly dispose of wastewater. <i>40 CFR 112.8/SPCC/SWPCP</i>				
SW-31	Visible piping, tanks, and hoses do not exhibit signs of leakage, wear, or malfunction. Fuel pumps and tank inlets are clearly labeled. Inspection logs are maintained and available for inspection.	<i>40 CFR 112.8/SPCC</i>				
SW-32	Wash water treatment systems, such as sumps, oil/water separators, and reclamation systems are maintained according to the manufacturers' specifications and the IWDP [if one is needed].	<i>City and County of Honolulu Sewer Ordinance 14</i>				
SW-33	Spill kits are placed in high-risk spill areas (fueling area, hazardous waste accumulation area, chemical storage area, and used oil storage area).	Areas at high risk for spills which may include oil collection points, fuel pumps, hazardous material storage areas, drum storage areas, and ASTs. Spill control				

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BEST MANAGEMENT PRACTICES		GUIDANCE	Y	N	NA	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
		materials should be kept close by so that any spills or leaks can be quickly contained to prevent contamination of the ground or surface waters. <i>40 CFR 112.7/SPCC/HAR 11-55/SWPCP</i>				
SW-34	If spill may flow to storm drain or receiving water, there are booms or other diversion methods available onsite to prevent spill from reaching storm drains or navigable waters.	<i>40 CFR 122.26/HAR 11-55/SWPCP</i>				
SW-35	Spill kits are inspected and replenished monthly or after kits are utilized.	<i>40 CFR 112.7/SPCC/HAR 11-55/SWPCP</i>				
SW-36	Records have been kept of spills and releases in SWPCP or SPCC Spill and Discharge Log.	<i>40 CFR 122.26/HAR 11-55/SWPCP and HAR 11-451</i>				
SW-37	Good housekeeping controls are implemented to contain debris and pollutants generated by outdoor building maintenance activities.	The facility is kept clean and free of debris that could mix with and contaminate storm water.				
SW-38	Loading areas are designed and located to minimize impacts to storm water drainage system.	<i>40 CFR 122.26/HAR 11-55/SWPCP</i>				
SW-39	Loading areas are free of unattended stains or pavement degradation that would indicate poor material handling practices.	To prevent contact with storm water runoff, loading/unloading areas should be covered and materials stored outdoors should be above the ground (higher than the level of the runoff flows) on pallets or shelves and covered by a tarp or plastic sheeting. <i>40 CFR 122.26/HAR 11-55/SWPCP and 40 CFR 112.7/SPCC</i>				
SW-40	Fertilizers, pesticides, and herbicides are applied according to manufacturer's instructions and not applied before or during a rain event.	<i>SWPCP</i>				

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BEST MANAGEMENT PRACTICES		GUIDANCE	Y	N	NA	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
SW-41	All work areas and storage areas are neat and clean.	SWPCP				
SW-42	Storm water drainage systems are cleaned regularly and are labeled with "No Dumping" placards to educate personnel that non-storm water is not to be discharged into the storm drainage system.	SWPCP				
SW-43	Catch basins are clean and free of debris and stains.	SWPCP				
SW-44	Dumpsters and recycle bins are kept closed when not in use.	If dumpsters are not stored under cover, dumpsters must be covered when not in use and dumpster housing should be leak proof to prevent commingling with storm water. SWPCP				
SW-45	Potential pollutants are stored under covered areas.	SWPCP				
SW-46	Material storage containers, equipment, etc. are not leaking.	SWPCP				
SW-47	There is no dirt/debris accumulation/buildup in parking areas.	SWPCP				

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POLLUTION PREVENTION		GUIDANCE	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
SW-48	Paved surfaces are dry swept vs. washed down and sweepings are disposed of properly.	SWPCP				
SW-49	Adequate plans and spill cleanup materials are on hand to address spills and leaks in each storage area.	Based on volumes and types of chemical (acids, bases, petroleum, or oxidizers) stored at facility stock spill kit to be able to contain and properly treat spill. Make sure spill clean up absorbents and materials are disposed of accordingly (solid waste or hazardous waste depending on spilt material). <i>40 CFR 112.7/SPCC and 40 CFR 122.26/HAR 11-55/SWPCP</i>				
SW-50	The Conservation Checklist has been completed and is up to date.	Use of water is minimized in washing activities.				
SW-51	Existing products and materials are used before purchasing or using additional ones of the same kind.					
SW-52	Excessive watering of landscaped areas is avoided.					



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**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
WM-01	The facility generates and/or stores hazardous waste.	40 CFR 261/HAR 11-261				If yes, list types of hazardous waste:
WM-02	The facility has an Environmental Protection Agency (EPA) hazardous waste generator identification number, if required.	40 CFR 262/HAR 11-262				EPA ID Number:
WM-03	The facility generates 220 pounds or less of hazardous waste per month.	If yes, the facility is a Conditionally Exempt Small Quantity Generator (CESQG). 40 CFR 261.5/HAR 11-261				
WM-04	The facility generates between 220 pounds and 2,200 pounds of hazardous waste per month.	If yes, the facility is a Small Quantity Generator (SQG) and must have an EPA ID number and follow SQG regulations. 40 CFR 262/HAR 11-262				
WM-05	The facility generates over 2,200 pounds of hazardous waste per month.	If yes, the facility is a Large Quantity Generator (LQG) and must have an EPA ID number and follow LQG regulations. 40 CFR 262/HAR 11-262				
WM-06	For SQG, all personnel who handle hazardous waste or come in contact with hazardous waste are trained and training records documented, and past training logs are available at the facility.	All employees must be thoroughly familiar with proper waste handling and emergency procedures, relevant to their responsibilities during normal facility operations and emergencies. LQG have requirements that are stricter than SQG requirements. Report a LQG status to the Office of Special Compliance for special instructions. 40 CFR 262.34				Date of Last Training:
WM-07	For SQG, there is at least one employee either on the premises or on call with the responsibility for coordinating all emergency response measures. This employee is the Emergency Coordinator.	The Emergency Coordinator or his designee must respond to any emergencies that arise. LQG have requirements that are stricter than SQG requirements. Report a LQG status to the Office of Special Compliance for special instructions. 40 CFR 262.34				Name of Emergency Coordinator:  Phone Number of Emergency Coordinator:

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COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
WM-08	For SQG, all proper emergency measures are in place.	<p>The generator must post the following information next to the telephone:</p> <ul style="list-style-type: none"> <li>▪ Name and telephone number of the emergency coordinator</li> <li>▪ Location of fire extinguishers and spill control materials, and, if present, fire alarm</li> <li>▪ Telephone number of the fire department, unless the facility has a direct alarm</li> </ul> <p>LQG have requirements that are stricter than SQG requirements. Report a LQG status to the Office of Special Compliance for special instructions. <i>40 CFR 262.34</i></p>				
WM-09	The facility stores hazardous waste in appropriate containers.	<p>Containers must meet the following requirements: clearly marked with the words "Hazardous Waste" and the date when waste accumulation began; kept in good condition and stored in a manner that minimizes risks of ruptures, leaks, or corrosion; kept closed except when being filled or emptied, except if volatile explosion is possible and emergency ventilation is needed; inspected at least once per week for leaks and corrosion; and stored in a manner that minimizes the potential for accidental mixing of incompatible materials. <i>40 CFR 262/HAR 11-262</i></p>				

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COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
WM-10	The facility meets hazardous waste storage requirements.	CESQG have no maximum onsite time limits for storage, but cannot accumulate more than 2200 lbs of hazardous waste, 2.2 lbs of acutely hazardous waste, or 220 lbs of acutely hazardous waste spill residue at any time.  SQG can accumulate no more than 13200 lbs of hazardous waste onsite for up to 180 days without a permit or up to 270 days if the facility must transport the hazardous waste more than 200 miles to a treatment, storage, and disposal facility (TSDF).  LQG may accumulate any amount of hazardous waste for no more than 90 days. <i>40 CFR 262/HAR 11-262</i>				
WM-11	If the facility is a SQG or LQG, the facility correctly labels hazardous waste containers.	Hazardous waste storage containers must be clearly marked with the words "Hazardous Waste" and the accumulation start date. <i>40 CFR 262 /HAR 11-262</i>				
WM-12	If the Facility is a SQG or LQG, the facility utilizes a Uniform Hazardous Waste Manifest to document the transport and disposal of each shipment of hazardous waste. Copies of these manifests are kept for a minimum of 3 years.	<i>40 CFR 262.40 and 40 CFR 263/HAR 11-262/263</i>				Location of Uniform Hazardous Waste Manifests:
WM-13	Hazardous waste is transported and removed by a qualified and EPA authorized transporter(s).	<i>40 CFR 263/HAR 11-263</i>				Transporter Name:  Transporter EPA ID No.:

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COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
WM-14	All hazardous materials are appropriately labeled and differentiated from hazardous wastes.	Hazardous materials should be appropriately labeled in accordance with <i>29 CFR 1910</i> .  For materials that are waste, a waste determination is needed and the waste shall be managed appropriately. <i>40 CFR 261 and 40 CFR 262.</i>				
WM-15	Hazardous waste that is located on-site is limited to that which is generated at the facility.	Do not transport, accept, or store hazardous waste/potential hazardous waste from areas outside the facility. <i>40 CFR 262 and HAR 11-262</i>				
WM-16	If the facility generates Used Oil, all of the following conditions are met: <ul style="list-style-type: none"> <li>Used Oil is stored in tanks or containers: (1) In good condition (no severe rusting, apparent structural defects or deterioration); and (2) Not leaking (no visible leaks).</li> <li>Containers and aboveground tanks used to store used oil at generator facilities are labeled or marked clearly with the words "Used Oil."</li> <li>Fill pipes used to transfer used oil into underground storage tanks at generator facilities are labeled or marked clearly with the words "Used Oil."</li> <li>Used Oil is transported only by transporters who have obtained EPA identification numbers and a State permit.</li> <li>Records for Used Oil disposal is kept for a minimum of 3 years.</li> </ul>	<i>40 CFR 279 / HAR 11-279</i>				Used Oil Transporter:  Used Oil Transporter Permit #:

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COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
WM-17	When placed out-of-service, spent lead-acid batteries are protected from contact with storm water runoff, and placed on secondary containment. The area where spent lead-acid batteries are stored is labeled "Recyclable Materials/Spent Lead-Acid Batteries".	Spent lead-acid batteries that are being reclaimed are known as "recyclable materials". <i>40 CFR 261.6 and HAR 11-261-6</i>				
WM-18	Documentation of recycling of spent lead-acid batteries is available and maintained.	<i>40 CFR 261.6 and HAR 11-261-6</i>				Location of spent lead-acid battery recycling/disposal logs:
WM-19	The facility is a generator of Universal Waste Lamps.	Generator means any person, by site, whose act or process produces hazardous waste or whose act first causes a hazardous waste to become subject to regulation.  Examples of Universal Waste Lamps include, but are not limited to, fluorescent, high intensity discharge, neon, mercury vapor, high pressure sodium, and metal halide. <i>40 CFR 273.9</i>				

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COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
WM-20	<p>If handling used lamps as a small quantity Universal Waste handler, all of the following Universal Waste management procedures are followed:</p> <ul style="list-style-type: none"> <li>▪ Universal Waste is labeled with start accumulation date.</li> <li>▪ Universal Waste is accumulated for no longer than one year from the date of generation.</li> <li>▪ Waste lamps are marked with any of the following phrases: "Universal Waste-Lamp(s)," or "Waste Lamp(s)," or "Used Lamp(s)".</li> <li>▪ Waste lamps are stored in containers or packages that are structurally sound to prevent breakage and are compatible with the waste. The containers are also closed, and lack evidence of spillage or damage that could cause leakage under reasonably foreseeable conditions.</li> <li>▪ Any lamp that shows evidence of breakage, leakage, or damage is immediately cleaned up and placed in a container that will contain mercury or other hazardous constituents.</li> </ul>	<p>A small quantity handler accumulates less than 11,000 lbs total of Universal Waste at one time. <i>40 CFR 273/HAR 11-273.9</i></p>				
WM-21	<p>Employees who handle or have responsibility for managing the Universal Waste Lamps have training regarding proper handling and emergency procedures appropriate to the type(s) of universal waste handled at the facility.</p>	<p><i>40 CFR 273/HAR 11-273.16</i></p>				<p>Date of Last Training:</p>

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BEST MANAGEMENT PRACTICES		GUIDANCE	Y	N	NA	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
WM-22	If the facility has an oil water separator (OWS), the OWS is clean and maintained in accordance with the manufacturer's recommended maintenance schedule.  Also, maintenance logs and disposal manifests for the waste material removed from the OWS are available for inspection at the site.	<i>HAR 11-55/City and County of Honolulu Sewer Ordinance Chapter 14</i>				Location of OWS maintenance logs:
WM-23	Lids of hazardous materials and hazardous waste are kept closed and secured when not in use.					
WM-24	Solid Waste storage containers are labeled appropriately.					
WM-25	Solid waste storage areas are free of unattended spills or degradations indicating poor waste handling practices.					
WM-26	Solid waste is placed in leak proof containers and covered when not in use.					

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POLLUTION PREVENTION		GUIDANCE	Y	N	NA	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
WM-27	Used batteries are recycled.					
WM-28	The facility drains used oil filters of their oil and recycles them as scrap metal.					
WM-29	The facility recycles its used antifreeze.					
WM-30	Non-petroleum based cleaning agents are used to conduct equipment cleaning, where practicable.					
WM-31	The facility recycles generated scrap metal and stores the material protected from storm water runoff.					
WM-32	The facility recycles greenwaste and paper/wood products.					
WM-33	The facility prevents contact of the used oil with solvents, fuels, and other contaminants.					
WM-34	Materials such as grease, antifreeze, brake fluid, cleaning agents, hydraulic and transmission fluid, solvents, paints, and oil filters are recycled.					



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**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
TM-01	The facility has aboveground storage tanks (ASTs) or underground storage tanks (USTs) including hydraulic lift tanks, emergency generator day tanks, fuel storage, and used oil storage tanks.	Facilities with on-site regulated UST systems must submit a notification form to the State of Hawaii Department of Health HDOH UST program. The form includes certification of compliance with federal requirements for installation, cathodic protection, release detection, and financial responsibility for UST systems installed after 22 December 1988. <i>40 CFR 280/HAR 11-281</i>				If yes, list number/types:  Contents:  Capacity:
TM-02	The facility has notified the HDOH UST program office of all USTs located on-site.	Facilities with on-site regulated UST systems must submit a notification form to the HDOH UST program. The form includes certification of compliance with federal requirements for installation, cathodic protection, release detection, and financial responsibility for UST systems installed after 22 December 1988. <i>40 CFR 280/HAR 11-281</i>				
TM-03	The facility has notified HDOH within required time periods prior to any installation/upgrade, inspection, change in service status, closure/closure assessment of USTs, and records are maintained onsite.	<i>40 CFR 280/HAR 11-281</i>				Name of Contractor:
TM-04	The facility's certified contractor has submitted a UST System Installation and Removal Form to HDOH for any UST installed or closed at the facility.	<i>40 CFR 280/HAR 11-281</i>				Certified Contractor:
TM-05	Facility personnel are properly trained to operate ASTs and USTs according to the manufacturer's specifications.	<i>40 CFR 280/HAR 11-281</i>				Last Training Date:

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COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
TM-06	The facility conducts monthly leak detection for tanks and piping of all on-site USTs, and maintenance records are retained on-site.	Federally regulated UST systems must conduct leak detection. A facility may use the monthly monitoring methods to conduct leak detection of tanks. They include the following: <ul style="list-style-type: none"> <li>• Automatic tank gauging</li> <li>• Monitoring for vapors in soil.</li> <li>• Interstitial monitoring</li> <li>• Groundwater monitoring</li> <li>• Statistical inventory reconciliation</li> <li>• Other methods approved by the regulatory authority.</li> </ul> In addition, any pressurized piping must have: (1) monthly monitoring (as described above) or annual line testing, and (2) an automatic flow restrictor, an automatic shutoff device, or a continuous alarm system. <i>HAR 11-281-51 to 54</i>				
TM-07	Exterior portions of the tanks and aboveground integral piping are constructed of non-corrodible material, have cathodic protection, or are otherwise adequately protected against corrosion.	<i>40 CFR 280/HAR 11-281</i>				
TM-08	Identified or suspected releases are reported to HDOH within 24 hours.	The facility must report suspected and actual leaks to the HDOH UST regulatory authority within 24 hours. The facility must then immediately investigate and confirm such a release. <i>HAR 11-281-61 through 64</i>				
TM-09	The facility uses overfill protection measures and spill containment methods for fueling operations.	USTs are required to have adequate overfill protection and spill containment measures as outlined in <i>HAR 11-281-14</i>				

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COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
TM-10	ASTs meet or exceed National Fire Protection Association (NFPA) requirements.	If the facility has a marine service station, all ASTs at the facility must meet the NFPA requirements under NFPA 30A Automotive and Marine Service Station Code and NFPA 30 Flammable and Combustible Liquids Code.				
TM-11	The facility manages and inspects ASTs on a periodic basis for leaks or other hazardous conditions.	40 CFR 112.7/SWPCP				
TM-12	If the facility uses groundwater monitoring wells, required monitoring is performed and records kept. If vapor monitoring is conducted at the facility, the facility has developed and implemented a vapor monitoring plan.	40 CFR 280/HAR 11-281				Vapor Monitoring Plan Date:
TM-13	For tanks with capacity greater than 1,100 gallons, inventory is monitored daily.	40 CFR 280/HAR 11-281				
TM-14	ASTs and USTs used to store used oil are labeled or marked clearly with the words "Used Oil".	40 CFR 279.54				

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**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
TM-15	<p>Records are maintained for the following:</p> <ul style="list-style-type: none"> <li>• Results of internal inspections and non-destructive testing and any performance claims for release detection equipment described in writing by the equipment manufacturer or installer, including required calibration/maintenance schedules and operating manuals must be retained for the life of the equipment</li> <li>• Records of all calibration, maintenance, and repair of release detection equipment must be retained on-site for a period of at least 12 months.</li> <li>• Records of the past 12 months of release detection.</li> <li>• The most recent tank and line tightness tests and test results of automatic line leak detectors (including all testing data) must be maintained until the next test.</li> <li>• Documentation of the site assessment must be retained for three years following a change in service or permanent closure.</li> <li>• Records of storage tank system installations, replacements, and upgrades, as well as tank permits shall be maintained on-site and be available upon inspection</li> </ul>	Refer to <i>40 CFR 280 and HAR 11-281</i> for more complete reporting and recordkeeping requirements.				
TM-16	For USTs removed from the facility, the HDOH has issued a "No Further Action" statement for the closure of the tanks.					

**HAWAII DEPARTMENT OF TRANSPORTATION  
AIRPORTS MAINTENANCE BASEYARDS  
COMPLIANCE, BEST MANAGEMENT PRACTICES, AND POLLUTION PREVENTION CHECKLISTS  
TANK MANAGEMENT**

**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

BEST MANAGEMENT PRACTICES		GUIDANCE	Y	N	NA	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
TM-17	Tanks are labeled or marked clearly with the name of the contents stored in the tank.					
TM-18	Spill containment structures (i.e. catch basis, secondary containment, etc.) are routinely inspected, emptied, and their contents properly handled/disposed.					
TM-19	Frequent walkthrough inspections of AST/UST operations and equipment are conducted to ensure proper integrity and function.					
TM-20	Spills are attended to immediately and a record of all spills and response measures are documented.					
TM-21	Personnel are have a clear understanding of how AST and UST operations can impact the environment and other permitted/regulated programs such as NPDES.					

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COMPLIANCE, BEST MANAGEMENT PRACTICES, AND POLLUTION PREVENTION CHECKLISTS  
TANK MANAGEMENT**

**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

POLLUTION PREVENTION		GUIDANCE	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
TM-22	Adequate spill response equipment is readily available in fueling areas and near tanks in non-fueling areas.	Portable absorbent booms and dry absorbent materials such as kitty litter or organic-based absorbents should be readily available for a quick response to spills. Dispose of used absorbent properly in accordance with federal and state regulations.				
TM-23	Ensure that all tanks are installed according to industry standards and with great care to maintain the integrity and the corrosion protection of the tank.					
TM-24	All reasonable and practicable measures are taken to reduce the risk of pollution when performing any installation, maintenance, filling, or decommissioning of ASTs and USTs.					

**HAWAII DEPARTMENT OF TRANSPORTATION  
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COMPLIANCE, BEST MANAGEMENT PRACTICES, AND POLLUTION PREVENTION CHECKLISTS  
EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW**

**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
HM-01	Does the facility store extremely hazardous substances (EHSs) above threshold planning quantities (TPQs) published in 40 CFR 355 Appendices A and B?	40 CFR 370/40 CFR 372 / HAR 11-451 / HRS 128D, HRS 128E				If yes, list substances:
HM-02	Does the facility store 10,000 pounds or more of a hazardous material?	In Hawaii, non-retail facilities that have gasoline and diesel fuels on their inventory are required to obtain material safety data sheets (MSDSs) for these fuels. 1600 gallons of gasoline is approximately 10,000 pounds. 40 CFR 370/40 CFR 372 / HRS 128D, HRS 128E				If yes, list hazardous materials:
HM-03	If answered 'yes' to HM-01 or HM-02, the facility has submitted a completed Chemical Inventory (Tier II) Form and appropriate filing fee to the following: Hawaii State Emergency Response Commission, Local Emergency Planning Committee, and Local Fire Department.	The Tier II Form shall include: chemical name, quantity stored at site, hazardous components, health and physical hazards, and storage information. Also a \$100 filing fee and facility diagram/location maps must be submitted by March 1 of each year to HDOH. 40 CFR 370/40 CFR 372 / HAR 11-451 / HRS 128D, HRS 128E				

**HAWAII DEPARTMENT OF TRANSPORTATION**  
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**COMPLIANCE, BEST MANAGEMENT PRACTICES, AND POLLUTION PREVENTION CHECKLISTS**  
**EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW**

**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

COMPLIANCE		GUIDANCE / REGULATORY APPLICABILITY	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
HM-04	If the facility is subject to Hawaii Emergency Response Planning and Community Right-to-Know (HEPCRA) (answered yes to either HM-01 or HM-02), the facility has reported all releases of hazardous chemicals that breached the boundaries of the facility to HDOH.	Release reporting requirements include the following: chemical name or identity involved with release; an indication of whether the substance is an EHS; an estimate of the quantity released into the environment; time and duration of release; the medium or media into which the release occurred; known or anticipated acute or chronic health risks and appropriate advice regarding medical attention necessary for exposed individuals; proper precautions to take as a result of the release; and the names and phone numbers of the person(s) to be contacted for further information. Also, provide a written follow-up emergency notice that includes: actions taken to respond/contain; known or anticipated acute/chronic health risks; and advice regarding medical attention necessary for exposed individuals. <i>HRS 128E and 40 CFR 355/HAR 11-451</i>				
HM-05	The phone number for the National Response Center is available on-site for immediate reporting of oil spills along with other appropriate spill response numbers.	The National Response Center phone number is: (800) 424-8802 <i>40 CFR 112</i>				
HM-06	Containers are clearly marked with their contents.					



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COMPLIANCE, BEST MANAGEMENT PRACTICES, AND POLLUTION PREVENTION CHECKLISTS  
EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW**

**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

BEST MANAGEMENT PRACTICES		GUIDANCE	Y	N	N A	COMMENTS <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
HM-07	The facility maintains a master list of all hazardous materials located at the facility.					
HM-08	Storage containers are in good condition (no leaks, corrosion, etc.) and tightly sealed.					
HM-09	Hazardous materials are stored in a designated area equipped with an impervious surface, cover, and secondary containment.					
HM-10	Storage cabinets are kept closed when not in use.					
HM-11	Hazardous Material-handling employees have attended a Hazardous Communication Course at the start of their employment and have been attending annual refresher classes.	29 CFR 1910				

**HAWAII DEPARTMENT OF TRANSPORTATION  
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COMPLIANCE, BEST MANAGEMENT PRACTICES, AND POLLUTION PREVENTION CHECKLISTS  
EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW**

**Date:** \_\_\_\_\_ **Inspector(s)** \_\_\_\_\_ **Facility:** \_\_\_\_\_

<b>POLLUTION PREVENTION</b>		<b>GUIDANCE</b>	<b>Y</b>	<b>N</b>	<b>N A</b>	<b>COMMENTS</b> <i>A "NO" Response Requires a Comment and/or Further Action(s).</i>
HM-12	Storage of hazardous materials are limited to those needed for the maintenance and operation of the building and equipment					
HM-13	The Conservation Checklist has been completed and is up to date.	Chemical purchases are recorded, monitored, and minimized.				

### **Conservation Checklist**

All employees have roles and responsibilities to help the Department improve its environmental performance. Some of the key roles and responsibilities that all employees have are:

- To conserve the use of water whenever possible.
- To conserve the use of energy whenever possible.
- To minimize the use of chemicals whenever possible.
- To suggest improvements to the Environmental Management System (EMS). These improvements can be in the form of better procedures, improved training, material substitutions, elimination of waste, and other suggestions for overall improvement of environmental performance.

To measure the Baseyard's effectiveness in achieving these conservation practices, the following Conservation Checklist shall be completed and maintained by the facility Supervisor, on a monthly basis. Goals for environmental improvement shall be established by the EMS Working Group. The results presented in the Conservation Checklist shall be used by the EMS Working Group to measure environmental improvement in these areas and any other areas that are defined by the DOT's EMS.

# CONSERVATION CHECKLIST \_\_\_\_\_ Year

Facility Name: \_\_\_\_\_

Area of Conservation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Water Usage (gal)												
Electrical Energy Usage (KWH)												
Natural Gas Energy Usage (Gal/therms)												
Chemical Purchase (\$)												

Copies of the all bills and receipts shall be attached to this Conservation Checklist for reference.

**Hawaii Department of Transportation  
Airports Maintenance Baseyards  
Scheduling Intervals  
Environmental Management System**

Year \_\_\_\_\_ Baseyard Name: \_\_\_\_\_

Longer Intervals	Annually	Semi-Annually Quarterly	Monthly	Other Intervals															
<b>Certify SPCC Plan (if covered by SPCC plan)</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Minimum Every 5 Years</td> <td style="width:33%;">Date Last Done: Date Next Due:</td> <td style="width:33%;">Re-Certified</td> </tr> </table>	Minimum Every 5 Years	Date Last Done: Date Next Due:	Re-Certified	<b>HEPCRA Reporting to DOH-HEER Office (if required-see checklist)</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Annually</td> <td style="width:33%;">Date Complete:</td> <td style="width:33%;">Submit Tier II forms by March 1</td> </tr> </table>	Annually	Date Complete:	Submit Tier II forms by March 1	<b>Baseyard BMP Inspection Checklist</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Quarterly</td> <td style="width:33%;">Q1: Q2: Q3: Q4:</td> <td style="width:33%;">Submit to DOH-CWB within 30 days of Inspection</td> </tr> </table>	Quarterly	Q1: Q2: Q3: Q4:	Submit to DOH-CWB within 30 days of Inspection	<b>Conservation Checklist</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Monthly</td> <td style="width:33%;">Notes:</td> <td style="width:33%;">Fill In Log</td> </tr> </table>	Monthly	Notes:	Fill In Log	<b>For Small Quantity Generators of Hazardous Waste</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Within 270 Days of Generation Dispose of Hazardous Waste</td> <td style="width:33%;">Accumulation Start Date(s): Disposal Date(s):</td> <td style="width:33%;">Up to 13,200 lbs (excludes P-listed waste)</td> </tr> </table>	Within 270 Days of Generation Dispose of Hazardous Waste	Accumulation Start Date(s): Disposal Date(s):	Up to 13,200 lbs (excludes P-listed waste)
Minimum Every 5 Years	Date Last Done: Date Next Due:	Re-Certified																	
Annually	Date Complete:	Submit Tier II forms by March 1																	
Quarterly	Q1: Q2: Q3: Q4:	Submit to DOH-CWB within 30 days of Inspection																	
Monthly	Notes:	Fill In Log																	
Within 270 Days of Generation Dispose of Hazardous Waste	Accumulation Start Date(s): Disposal Date(s):	Up to 13,200 lbs (excludes P-listed waste)																	
<b>Training for Small or Large Quantity Handlers of Universal Waste</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Once (including updates)</td> <td style="width:33%;">Keep employees informed of current handling and emergency procedures.</td> <td style="width:33%;">Training Logs Available</td> </tr> </table>	Once (including updates)	Keep employees informed of current handling and emergency procedures.	Training Logs Available	<b>BMPs Training (if covered by NPDES permit) for Maintenance Staff</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Annually</td> <td style="width:33%;">Date Complete:</td> <td style="width:33%;">Training Logs Available</td> </tr> </table>	Annually	Date Complete:	Training Logs Available		<b>Aboveground and Underground Storage Tank Leak Detection Monitoring</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Every 30 Days</td> <td style="width:33%;">Notes:</td> <td style="width:33%;">Fill In Log</td> </tr> </table>	Every 30 Days	Notes:	Fill In Log	<b>For Large Quantity Generators of Hazardous Waste</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Accumulation Biennial Report Training Contingency Plan Emergency Plan</td> <td style="width:33%;">Report a LQG status to the Office of Special Compliance for special instructions.</td> <td style="width:33%;">Comprehensive Requirements</td> </tr> </table>	Accumulation Biennial Report Training Contingency Plan Emergency Plan	Report a LQG status to the Office of Special Compliance for special instructions.	Comprehensive Requirements			
Once (including updates)	Keep employees informed of current handling and emergency procedures.	Training Logs Available																	
Annually	Date Complete:	Training Logs Available																	
Every 30 Days	Notes:	Fill In Log																	
Accumulation Biennial Report Training Contingency Plan Emergency Plan	Report a LQG status to the Office of Special Compliance for special instructions.	Comprehensive Requirements																	
<b>Training for Small or Large Quantity Generators of Hazardous Waste</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Once (including updates)</td> <td style="width:33%;">All employees are thoroughly familiar with proper waste handling and emergency procedures.</td> <td style="width:33%;">Training Logs Available</td> </tr> </table>	Once (including updates)	All employees are thoroughly familiar with proper waste handling and emergency procedures.	Training Logs Available	<b>Storm Water Monitoring/Reporting DOH-CWB (if NPDES permitted)</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Minimum Annually</td> <td style="width:33%;">Date Complete:</td> <td style="width:33%;">Submit DMRs by March 1</td> </tr> </table>	Minimum Annually	Date Complete:	Submit DMRs by March 1												
Once (including updates)	All employees are thoroughly familiar with proper waste handling and emergency procedures.	Training Logs Available																	
Minimum Annually	Date Complete:	Submit DMRs by March 1																	
<b>AST or UST Monitoring Equipment and Spill Prevention Training</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Once (including updates)</td> <td style="width:33%;">Employees are familiar with tank monitoring and spill prevention Procedures</td> <td style="width:33%;">Training Logs Available</td> </tr> </table>	Once (including updates)	Employees are familiar with tank monitoring and spill prevention Procedures	Training Logs Available	<b>SPCC Plan Training (if covered by SPCC plan) for Maintenance Staff</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Annually</td> <td style="width:33%;">Date Complete:</td> <td style="width:33%;">Training Logs Available</td> </tr> </table>	Annually	Date Complete:	Training Logs Available			<b>For Small Quantity Handlers of Universal Waste</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Within 1 Year of Generation, Dispose of Universal Waste</td> <td style="width:33%;">Accumulation Start Date(s): Disposal Date(s):</td> <td style="width:33%;">Accumulate Up To 11,000 lbs of Universal Waste</td> </tr> </table>	Within 1 Year of Generation, Dispose of Universal Waste	Accumulation Start Date(s): Disposal Date(s):	Accumulate Up To 11,000 lbs of Universal Waste						
Once (including updates)	Employees are familiar with tank monitoring and spill prevention Procedures	Training Logs Available																	
Annually	Date Complete:	Training Logs Available																	
Within 1 Year of Generation, Dispose of Universal Waste	Accumulation Start Date(s): Disposal Date(s):	Accumulate Up To 11,000 lbs of Universal Waste																	
	<b>Review and update SPCC Plan (if covered by SPCC)</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Annually</td> <td style="width:33%;">Date Last Complete:</td> <td style="width:33%;">Revision Logs Available</td> </tr> </table>	Annually	Date Last Complete:	Revision Logs Available			<b>Equipment and Vehicle Maintenance</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Maintenance According to Manufacturer</td> <td style="width:33%;">Notes:</td> <td style="width:33%;">Keep Maintenance Logs</td> </tr> </table>	Maintenance According to Manufacturer	Notes:	Keep Maintenance Logs									
Annually	Date Last Complete:	Revision Logs Available																	
Maintenance According to Manufacturer	Notes:	Keep Maintenance Logs																	
<b>NPDES Permit Renewal (if required-see checklists)</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Renew Every 5 Years</td> <td style="width:33%;">Note: Coverage under Industrial NPDES General Permits have set expiration dates: 2007, 2012, 2017</td> <td style="width:33%;">Keep Permits At Facility</td> </tr> </table>	Renew Every 5 Years	Note: Coverage under Industrial NPDES General Permits have set expiration dates: 2007, 2012, 2017	Keep Permits At Facility	<b>Storm Water Management Program End-of-Year Report from Division to EPA and DOH (for HNL only)</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Annual (Fiscal Year)</td> <td style="width:33%;">Due Dates: August 31<sup>st</sup></td> <td style="width:33%;">Submit to DOH-CWB and EPA</td> </tr> </table>	Annual (Fiscal Year)	Due Dates: August 31 <sup>st</sup>	Submit to DOH-CWB and EPA												
Renew Every 5 Years	Note: Coverage under Industrial NPDES General Permits have set expiration dates: 2007, 2012, 2017	Keep Permits At Facility																	
Annual (Fiscal Year)	Due Dates: August 31 <sup>st</sup>	Submit to DOH-CWB and EPA																	

The schedule shall be updated and revised as permits are obtained and/or modified, and when required by the programs that are developed by the Hawaii Department of Transportation's Environmental Management System.

Version: 2 07



# *Appendix D*

## TRAINING MATRIX

**State of Hawaii**  
**Department of Transportation - Airports Division**  
**Environmental Management System**

**Appendix D**  
**Training Matrix**

Issue Date: 8/1/08  
Revision Date:

Revision Number:  
Approved By:

<b>Training</b>	<b>Employee Requiring Training</b>	<b>Source of Training</b>	<b>Duration (hrs)</b>	<b>Frequency</b>
EMS Awareness	Division EMS Coordinator Maintenance Baseyard Section/Unit Supervisor Maintenance Baseyard Personnel		2	Initially, New Hires and as necessary
EMS Implementation Training	Division EMS Coordinator Maintenance Baseyard Section/Unit Supervisor Maintenance Baseyard Personnel		4	Initially, New Hires and as necessary
Storm Water BMP Awareness	Maintenance Baseyard Section/Unit Supervisor Maintenance Baseyard Personnel		2	Annually
Spill Repsonse and Prevention	Maintenance Baseyard Section/Unit Supervisor Maintenance Baseyard Personnel		2	Annually
SPCC Plan Training (if applicable)	Maintenance Baseyard Section/Unit Supervisor Maintenance Baseyard Personnel		2	Annually
AST or UST Monitoring Equipment and Spill Prevention Training (if applicable)	Maintenance Baseyard Section/Unit Supervisor Maintenance Baseyard Personnel		2	
RCRA Training (if applicable)	Maintenance Baseyard Section/Unit Supervisor Maintenance Baseyard Personnel		2	Annually
Universal Waste Management Training (if applicable)	Maintenance Baseyard Section/Unit Supervisor Maintenance Baseyard Personnel		2	Annually
HAZOM	Maintenance Baseyard Section/Unit Supervisor Maintenance Baseyard Personnel		2	Annually
Pollution Prevention	Maintenance Baseyard Section/Unit Supervisor Maintenance Baseyard Personnel		2	Annually



**State of Hawaii**  
**Department of Transportation - Airports Division**  
**Environmental Management System**

**Appendix D**  
**Training Matrix**

Issue Date: 8/1/08  
Revision Date:

Revision Number:  
Approved By:

<b>Training</b>	<b>Employee Requiring Training</b>	<b>Source of Training</b>	<b>Duration (hrs)</b>	<b>Frequency</b>
Fuel Handling	Maintenance Baseyard Section/Unit Supervisor Maintenance Baseyard Personnel		2	Annually



# *Appendix E*

## ENVIRONMENTAL REQUIREMENTS

*Insert environmental requirements*



# *Appendix F*

## ENVIRONMENTAL WORK PRACTICES

# *INSERT ENVIRONMENTAL WORK PRACTICES*





**ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL  
STATE OF HAWAII DEPARTMENT OF TRANSPORTATION  
AIRPORTS DIVISION**

**ATTACHMENT I  
HONOLULU INTERNATIONAL AIRPORT  
DOT MAINTENANCE BASEYARD**

Prepared by:  
**STATE OF HAWAII**  
**DEPARTMENT OF TRANSPORTATION**  
Airports Division  
869 Punchbowl Street  
Honolulu, HI 96813-5907

August 2008  
Version 2.0

**CONTROLLED DOCUMENT**

## SECTIONS

- A. Compliance Checklist Submittal / Review Process
- B. Aspects and Impacts Evaluation (EF-001)
- C. Objectives and Targets (EF-004)

**SECTION A**  
**COMPLIANCE CHECKLIST SUBMITTAL / REVIEW PROCESS**

The Maintenance Supervisor will complete the Compliance Checklist on a quarterly basis and prepare a Nonconformance Documentation Form, if necessary, and submit both documents to:

- a) Baseyard Supervisor who will submit to
- b) Airport Manager who will submit to
- c) District Manager who will submit to
- d) Air-EE Group

Once the Air-EE Group receives the Checklist and Nonconformance Documentation Form, they will prepare a Corrective Action Recommendation document and submit it to the Maintenance Supervisor.

After implementing the Corrective Action Recommendation(s), the Maintenance Supervisor shall document the corrective actions and route the Corrective Action Document as described in a) through d) above.

For the Honolulu International Airport DOT Maintenance Baseyard, the personnel are identified as follows:

<b>Honolulu International Airport DOT Maintenance Baseyard</b>	
<b>Name</b>	<b>Title</b>
David Kaio	Baseyard Supervisor
Ben Schlapak	Airport Manager
Brian Sekiguchi	District Manager
Jose Balignasay	Project Manager - Environmental Section

**SECTION B**  
**COMPLETED ASPECTS AND IMPACTS EVALUATION (EF-001)**

**State of Hawaii**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
**HONOLULU BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

The following Aspects and Impacts Form will be completed in accordance with EP-005 (Identification of Aspects and Impacts).

Environmental Aspects and Impacts will be listed alongside the associated Activity it involves. These environmental aspects and impacts will be ranked based on the following:

RATING			
	1	2	3
<b>Probability of Occurrence</b>	Once in >3 years	Once in 1 to 3 years	More than once per year
<b>Safety and Health Impacts Related to Environmental Release and/or Exposure</b>	Minimal or no impact	Moderate Impact	Severe impact
<b>Legal / Regulatory Requirements</b>	Non-conformance with non-regulated BMP or Full compliance	Non-compliance	Significant violation or enforcement action
<b>Associated Cost to Correct Impact</b>	Minimal or no cost associated with impact (<\$1,000)	Moderate cost associated with impact (\$1,000 - \$50,000)	High cost associated with impact (>\$50,000)
<b>Ability to Influence</b>	Tenant, contractor, or vendor activity over which HDOT has little or no influence	Tenant, contractor, or vendor activity over which HDOT has influence	Activities directly performed by HDOT personnel

**Overall Score:**

(Probability of Occurrence)

x

(Safety and Health Impacts + Legal / Regulatory Requirements + Associated Cost to Correct Impact + Ability to Influence)

**State of Hawaii**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
**HONOLULU BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

Activity	Aspect	Impact	Rating: 1, 2, or 3					Overall Score	Significant?
			Probability of Occurrence	Safety and Health Impacts	Legal / Regulatory Requirements	Cost	Ability to Influence		
<b>Vehicle and Equipment Maintenance</b>	<b>Oil and Grease</b>	Stormwater discharge	1	1	1	1	3	6	
	Storage and use of oil and grease	Spills/leaks on ground	2	1	2	2	3	16	
	<b>Used Oil/Aboveground Storage Tank</b>	Spills/leaks on ground	1	1	2	1	3	7	
	Storage and disposal of used oil	Stormwater discharge	1	2	3	1	3	9	
		Used oil disposal/recycle	1	1	1	1	3	6	
	<b>Degreasing/Cleaning</b>	Spills/leaks on ground	1	1	1	1	2	5	
	Use of solvents, washes and thinners for parts washing and preparing surfaces	Employee exposure	1	2	1	1	3	7	
		Stormwater discharge	1	2	2	1	2	7	
		Hazardous waste disposal	2	1	1	1	2	10	
	<b>Hazardous Chemical</b>	Spills/leaks on ground	1	1	1	1	3	6	
	Storage and use of hazardous chemicals	Employee exposure	1	2	1	1	3	7	
		Stormwater discharge	1	1	2	1	3	7	
	<b>Tires</b>	Tire disposal/recycle	1	1	1	1	3	6	
	Storage and disposal of tires	Vector control	1	1	1	1	3	6	
	<b>Vehicle Washing</b>	Stormwater discharge	1	1	2	1	3	7	
	<b>Vehicle Storage</b>	Stormwater discharge	2	1	2	1	3	14	

**State of Hawaii**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
**HONOLULU BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

<b>Vehicle and Equipment Maintenance</b>	<b>Oil/Water Separator</b>	Stormwater discharge	1	1	1	1	2	5	
		Solid waste disposal	1	1	1	1	2	5	
	<b>A/C Maintenance</b> Use and handling of R134A	Air Emissions	1	1	1	1	3	6	
	<b>Batteries Lead Acid</b> Storage or use of lead acid batteries	Battery disposal/recycle	1	1	1	1	2	5	
		Stormwater discharge	1	1	1	1	2	5	
		Spills/leaks on ground	1	1	1	1	2	5	
	<b>Brake Maintenance</b> Brake cleaning, rotor cutting, asbestos brakes	Employee exposure	1	1	1	1	3	6	
		Solid waste disposal	1	1	1	1	3	6	
	<b>Engine cooling system</b> Radiator flushing, repair of engine coolant unit	Antifreeze disposal/recycle	1	1	1	1	3	6	
		Stormwater discharge	1	1	1	1	3	6	
<b>Painting</b>	<b>Painting</b> Use of spray painting equipment, spray cans, brushes, rollers disposal	Spills/leaks on ground	1	1	2	1	3	7	
		Employee exposure	1	1	2	1	3	7	
		Air Emissions	1	1	2	1	3	7	
		Stormwater discharge	1	1	2	1	3	7	
		Hazardous waste disposal	2	1	2	1	2	12	



**State of Ha**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
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**HONOLULU BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

<b>Painting</b>	<b>Hazardous Chemical</b> Storage and use of hazardous chemicals	Spills/leaks on ground	1	2	2	2	3	9	
		Employee exposure	2	2	2	2	3	18	
		Stormwater discharge	1	2	2	2	3	9	
	<b>Hazardous Waste</b> Storage, transport and disposal of hazardous waste	Employee exposure	2	2	2	2	2	16	
		Spills/leaks on ground	1	1	1	1	2	5	
		Hazardous waste disposal	1	2	2	2	2	8	
		Stormwater discharge	1	1	2	1	3	7	
<b>Refuse collection</b>	<b>Refuse Collection</b> Collection, transport and segregation of refuse	Solid waste disposal	1	1	2	1	2	6	
		Stormwater discharge	1	1	2	1	2	6	
	<b>Green Waste</b> Storage and handling of grass cuttings or tree trimmings for compost	Recycle Material	2	1	1	1	2	10	
<b>Vehicle Parking</b>	<b>Vehicle Parking</b>	Stormwater discharge	1	1	1	1	3	6	
<b>Structure storage</b>	<b>Structure Storage</b> Reusable structures made of metal, concrete, wood, plastic, or rubber. Eg. Concrete pilings, light poles, tires for fenders	Stormwater discharge	1	1	1	1	3	6	
		Vector control	2	1	1	1	2	12	

**State of Ha**  
**Department of Transportation –Airports Division**  
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<b>Electrical</b>	<b>Battery replacement</b>	Spills/leaks on ground	1	2	2	1	3	8	
		Universal waste management	1	1	1	1	2	5	
		Stormwater discharge	1	1	2	1	3	7	
<b>Carpentry</b>	<b>Scrap wood generation</b>	Solid waste	1	1	1	1	3	6	
		Spills/leaks on ground	1	1	1	1	3	6	
	<b>Hazardous Chemical</b> Storage and use of hazardous chemicals	Employee exposure	1	2	1	2	3	8	
		Stormwater discharge	1	1	2	1	3	7	
<b>Asphalt Paving</b>	<b>Material Storage</b> Sand, gravel, cold mix, cold plane material, etc. storage	Stormwater discharge	3	1	2	2	3	24	
<b>Ground Maintenance</b>	<b>Herbicide</b> Mixing, use and storage of herbicides	Spills/leaks on ground	1	2	2	1	3	8	
		Employee exposure	1	1	1	1	3	7	
		Stormwater discharge	1	1	2	1	3	7	
	<b>Fertilizer</b>	Stormwater discharge	1	1	2	1	3	7	
	<b>Insecticide and Rodenticide</b> Use and storage of insecticide or rodenticide	Spills/leaks on ground	1	1	2	1	3	7	
		Employee exposure	1	1	2	1	3	7	
		Stormwater discharge	1	1	2	1	3	7	

**State of Ha**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
**HONOLULU BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

<b>Fueling</b>	<b>Fuel Dispenser Operation and Maintenance</b>	Spills/leaks underground	1	2	2	2	3	9	
		Spills/leaks on ground	2	1	1	1	3	12	
		Employee exposure	1	2	2	2	3	9	
		Stormwater discharge	1	2	2	2	3	9	
	<b>Underground Storage Tank</b>	Spills/leaks on ground	2	1	1	1	3	12	
		Spills/leaks underground	1	2	2	2	3	9	
		Stormwater discharge	1	2	2	2	3	9	

**SECTION C**  
**COMPLETED OBJECTIVES AND TARGETS (EF-004)**



**ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL  
STATE OF HAWAII DEPARTMENT OF TRANSPORTATION  
AIRPORTS DIVISION**

**ATTACHMENT II  
DILLINGHAM AIRFIELD  
DOT MAINTENANCE BASEYARD**

Prepared by:  
**STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
Airports Division  
869 Punchbowl Street  
Honolulu, HI 96813-5907**

August 2008  
Version 2.0

**CONTROLLED DOCUMENT**

## SECTIONS

- A. Compliance Checklist Submittal / Review Process
- B. Aspects and Impacts Evaluation (EF-001)
- C. Objectives and Targets (EF-004)

**SECTION A**  
**COMPLIANCE CHECKLIST SUBMITTAL / REVIEW PROCESS**



The Maintenance Supervisor will complete the Compliance Checklist on a quarterly basis and prepare a Nonconformance Documentation Form, if necessary, and submit both documents to:

- a) Baseyard Supervisor who will submit to
- b) Environmental Health Specialist who will submit to
- c) District Manager who will submit to
- d) Air-EE Group

Once the Air-EE Group receives the Checklist and Nonconformance Documentation Form, they will prepare a Corrective Action Recommendation document and submit it to the Maintenance Supervisor.

After implementing the Corrective Action Recommendation(s), the Maintenance Supervisor shall document the corrective actions and route the Corrective Action Document as described in a) through d) above.

For the Dillingham Airfield DOT Maintenance Baseyard, the personnel are identified as follows:

<b>Dillingham Airfield DOT Maintenance Baseyard</b>	
<b>Name</b>	<b>Title</b>
Rudy Baxa	Baseyard Supervisor
Mike Goshima	Environmental Health Specialist
Brian Sekiguchi	District Manager
Jose Balignasay	Project Manager - Environmental Section

**SECTION B**  
**COMPLETED ASPECTS AND IMPACTS EVALUATION (EF-001)**

**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001 For HDH Airfield**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

The following Aspects and Impacts Form will be completed in accordance with EP-005 (Identification of Aspects and Impacts).

Environmental Aspects and Impacts will be listed alongside the associated Activity it involves. These environmental aspects and impacts will be ranked based on the following:

RATING			
	1	2	3
Probability of Occurrence	Once in >3 years	Once in 1 to 3 years	More than once per year
Safety and Health Impacts Related to Environmental Release and/or Exposure	Minimal or no impact	Moderate Impact	Severe impact
Legal / Regulatory Requirements	Non-conformance with non-regulated BMP or Full compliance	Non-compliance	Significant violation or enforcement action
Associated Cost to Correct Impact	Minimal or no cost associated with impact (<\$1,000)	Moderate cost associated with impact (\$1,000 - \$50,000)	High cost associated with impact (>\$50,000)
Ability to Influence	Tenant, contractor, or vendor activity over which HDOT has little or no influence	Tenant, contractor, or vendor activity over which HDOT has influence	Activities directly performed by HDOT personnel

**Overall Score:**

(Probability of Occurrence)

x

(Safety and Health Impacts + Legal / Regulatory Requirements + Associated Cost to Correct Impact + Ability to Influence)

**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001 For HDH Airfield**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

			<i>Rating: 1, 2, or 3</i>						
Activity	Aspect	Impact	Probability of Occurrence	Safety and Health Impacts	Legal / Regulatory Requirements	Cost	Ability to Influence	Overall Score	Significant?
<b>Vehicle and Equipment Maintenance</b>	<b>Oil and Grease</b>	Stormwater discharge	1	1	2	1	3	7	
	Storage and use of oil and grease	Spills/leaks on ground	1	1	2	1	3	7	
	<b>Vehicle Storage</b>	Stormwater discharge	1	1	2	1	3	7	
<b>Painting</b>	<b>Painting</b>	Spills/leaks on ground	1	1	1	1	3	6	
	Use of spray painting equipment, spray cans, brushes, rollers disposal	Employee exposure	2	1	1	1	3	12	
		Stormwater discharge	1	1	1	1	3	6	
<b>Refuse collection</b>	<b>Refuse Collection</b>	Solid waste disposal	1	1	1	1	3	6	
	Collection, transport and segregation of refuse	Stormwater discharge	1	1	1	1	3	6	
<b>Vehicle Parking</b>	<b>Vehicle Parking</b>	Stormwater discharge	1	1	2	1	3	7	
<b>Carpentry</b>	<b>Scrap wood generation</b>	Solid waste	1	1	1	1	3	6	
<b>Ground Maintenance</b>	<b>Herbicide</b> Mixing, use and storage of herbicides	Spills/leaks on ground	1	2	2	1	3	8	
		Employee exposure	1	1	1	2	3	7	
		Stormwater discharge	1	2	2	1	3	8	
	<b>Fertilizer</b>	Stormwater discharge	1	1	1	1	3	6	

**State of Ha**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001 For HDH Airfield**

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Revision Number:  
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<b>Fueling</b>	<b>Fuel Dispenser Operation and Maintenance</b>	Spills/leaks on ground	3	1	1	1	3	18	
		Employee exposure	2	1	1	2	3	14	
		Stormwater discharge	1	1	1	1	3	6	
	<b>Aboveground Storage Tank</b>	Spills/leaks on ground	1	1	1	1	3	6	
		Stormwater discharge	1	1	1	1	3	6	

**SECTION C**  
**COMPLETED OBJECTIVES AND TARGETS (EF-004)**



**ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL  
STATE OF HAWAII DEPARTMENT OF TRANSPORTATION  
AIRPORTS DIVISION**

**ATTACHMENT III  
KALAELOA AIRPORT  
DOT MAINTENANCE BASEYARD**

Prepared by:  
**STATE OF HAWAII**  
**DEPARTMENT OF TRANSPORTATION**  
Airports Division  
869 Punchbowl Street  
Honolulu, HI 96813-5907

August 2008  
Version 2.0

**CONTROLLED DOCUMENT**



## SECTIONS

- A. Compliance Checklist Submittal / Review Process**
- B. Aspects and Impacts Evaluation (EF-001)**
- C. Objectives and Targets (EF-004)**

**SECTION A**  
**COMPLIANCE CHECKLIST SUBMITTAL / REVIEW PROCESS**

The Maintenance Supervisor will complete the Compliance Checklist on a quarterly basis and prepare a Nonconformance Documentation Form, if necessary, and submit both documents to:

- a) Baseyard Supervisor who will submit to
- b) Environmental Health Specialist who will submit to
- c) District Manager who will submit to
- d) Air-EE Group

Once the Air-EE Group receives the Checklist and Nonconformance Documentation Form, they will prepare a Corrective Action Recommendation document and submit it to the Maintenance Supervisor.

After implementing the Corrective Action Recommendation(s), the Maintenance Supervisor shall document the corrective actions and route the Corrective Action Document as described in a) through d) above.

For the Kalaeloa Airport DOT Maintenance Baseyard, the personnel are identified as follows:

<b>Kalaeloa Airport DOT Maintenance Baseyard</b>	
<b>Name</b>	<b>Title</b>
Leo Cristobal	Baseyard Supervisor
Mike Goshima	Environmental Health Specialist
Brian Sekiguchi	District Manager
Jose Balignasay	Project Manager - Environmental Section

**SECTION B**  
**COMPLETED ASPECTS AND IMPACTS EVALUATION (EF-001)**

**State of Ha**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
**KALAELOA BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

The following Aspects and Impacts Form will be completed in accordance with EP-005 (Identification of Aspects and Impacts).

Environmental Aspects and Impacts will be listed alongside the associated Activity it involves. These environmental aspects and impacts will be ranked based on the following:

RATING			
	1	2	3
Probability of Occurrence	Once in >3 years	Once in 1 to 3 years	More than once per year
Safety and Health Impacts Related to Environmental Release and/or Exposure	Minimal or no impact	Moderate Impact	Severe impact
Legal / Regulatory Requirements	Non-conformance with non-regulated BMP or Full compliance	Non-compliance	Significant violation or enforcement action
Associated Cost to Correct Impact	Minimal or no cost associated with impact (<\$1,000)	Moderate cost associated with impact (\$1,000 - \$50,000)	High cost associated with impact (>\$50,000)
Ability to Influence	Tenant, contractor, or vendor activity over which HDOT has little or no influence	Tenant, contractor, or vendor activity over which HDOT has influence	Activities directly performed by HDOT personnel

**Overall Score:**

(Probability of Occurrence)

x

(Safety and Health Impacts + Legal / Regulatory Requirements + Associated Cost to Correct Impact + Ability to Influence)

**State of Hawaii**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
**KALAELOA BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

			<i>Rating: 1, 2, or 3</i>						
Activity	Aspect	Impact	Probability of Occurrence	Safety and Health Impacts	Legal / Regulatory Requirements	Cost	Ability to Influence	Overall Score	Significant?
<b>Vehicle and Equipment Maintenance</b>	<b>Oil and Grease</b> Storage and use of oil and grease	Stormwater discharge	1	1	1	1	3	6	
		Spills/leaks on ground	1	1	1	1	3	6	
	<b>Used Oil</b> Storage and disposal of used oil	Spills/leaks on ground	1	1	1	1	3	6	
		Stormwater discharge	1	1	1	1	3	6	
		Used oil disposal/recycle	1	1	1	1	2	5	
	<b>Tires</b> Storage and disposal of tires	Tire disposal/recycle	3	1	1	1	2	15	
<b>Painting</b>	<b>Vehicle Storage</b>	Stormwater discharge	1	1	1	1	3	6	
	<b>Painting</b> Use of spray painting equipment, spray cans, brushes, rollers disposal	Spills/leaks on ground	1	1	1	1	3	6	
		Employee exposure	2	1	1	1	3	12	
		Stormwater discharge	1	1	1	1	3	6	

**State of Hawaii**  
**Department of Transportation –Airports Division**  
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**Aspects and Impacts Form**  
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**KALAELOA BASEYARD**

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Approved By:

<b>Refuse collection</b>	<b>Refuse Collection</b> Collection, transport and segregation of refuse	Solid waste disposal	1	1	1	1	3	6	
		Stormwater discharge	1	1	1	1	3	6	
<b>Vehicle Parking</b>	<b>Vehicle Parking</b>	Stormwater discharge	1	1	2	1	3	7	
<b>Carpentry</b>	<b>Scrap wood generation</b>	Solid waste	1	1	1	1	3	6	
<b>Ground Maintenance</b>	<b>Herbicide</b> Mixing, use and storage of herbicides	Spills/leaks on ground	1	2	2	1	3	8	
		Employee exposure	1	1	1	1	3	6	
		Stormwater discharge	1	2	2	1	3	8	

**SECTION C**  
**COMPLETED OBJECTIVES AND TARGETS (EF-004)**





**ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL  
STATE OF HAWAII DEPARTMENT OF TRANSPORTATION  
AIRPORTS DIVISION**

**ATTACHMENT IV  
KAHULUI AIRPORT  
DOT MAINTENANCE BASEYARD**

Prepared by:  
**STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
Airports Division  
869 Punchbowl Street  
Honolulu, HI 96813-5907**

August 2008  
Version 2.0

**CONTROLLED DOCUMENT**

## SECTIONS

- A. Compliance Checklist Submittal / Review Process
- B. Aspects and Impacts Evaluation (EF-001)
- C. Objectives and Targets (EF-004)

**SECTION A**  
**COMPLIANCE CHECKLIST SUBMITTAL / REVIEW PROCESS**

The Maintenance Supervisor will complete the Compliance Checklist on a quarterly basis and prepare a Nonconformance Documentation Form, if necessary, and submit both documents to:

- a) Baseyard Supervisor who will submit to
- b) District Manager who will submit to
- c) Environmental Health Specialist who will submit to
- d) Air-EE Group

Once the Air-EE Group receives the Checklist and Nonconformance Documentation Form, they will prepare a Corrective Action Recommendation document and submit it to the Maintenance Supervisor.

After implementing the Corrective Action Recommendation(s), the Maintenance Supervisor shall document the corrective actions and route the Corrective Action Document as described in a) through d) above.

For the Kahului Airport DOT Maintenance Baseyard, the personnel are identified as follows:

<b>Kahului Airport DOT Maintenance Baseyard</b>	
<b>Name</b>	<b>Title</b>
Ronald Gibo	Baseyard Supervisor
Roy Sakata	District Manager
Dwight Nakao	Environmental Health Specialist
Jose Balignasay	Project Manager - Environmental Section

**SECTION B**  
**COMPLETED ASPECTS AND IMPACTS EVALUATION (EF-001)**

**State of Hawaii**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
**KAHULUI BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

The following Aspects and Impacts Form will be completed in accordance with EP-005 (Identification of Aspects and Impacts).

Environmental Aspects and Impacts will be listed alongside the associated Activity it involves. These environmental aspects and impacts will be ranked based on the following:

RATING			
	1	2	3
Probability of Occurrence	Once in >3 years	Once in 1 to 3 years	More than once per year
Safety and Health Impacts Related to Environmental Release and/or Exposure	Minimal or no impact	Moderate Impact	Severe impact
Legal / Regulatory Requirements	Non-conformance with non-regulated BMP or Full compliance	Non-compliance	Significant violation or enforcement action
Associated Cost to Correct Impact	Minimal or no cost associated with impact (<\$1,000)	Moderate cost associated with impact (\$1,000 - \$50,000)	High cost associated with impact (>\$50,000)
Ability to Influence	Tenant, contractor, or vendor activity over which HDOT has little or no influence	Tenant, contractor, or vendor activity over which HDOT has influence	Activities directly performed by HDOT personnel

**Overall Score:**

(Probability of Occurrence)

x

(Safety and Health Impacts + Legal / Regulatory Requirements + Associated Cost to Correct Impact + Ability to Influence)

State of Hawaii  
Department of Transportation –Airports Division  
Environmental Management System

Aspects and Impacts Form  
Environmental Form #: EF-001  
KAHULUI BASEYARD

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

Activity	Aspect	Impact	Rating: 1, 2, or 3					Overall Score	Significant?
			Probability of Occurrence	Safety and Health Impacts	Legal / Regulatory Requirements	Cost	Ability to Influence		
<b>Vehicle and Equipment Maintenance</b>	<b>Oil and Grease</b> Storage and use of oil and grease	Stormwater discharge	1	1	2	1	3	7	
		Spills/leaks on ground	1	1	1	1	3	6	
	<b>Used Oil</b> Storage and disposal of used oil	Spills/leaks on ground	1	1	2	1	3	7	
		Stormwater discharge	1	2	3	1	3	9	
		Used oil disposal/recycle	1	1	1	1	3	6	
	<b>Degreasing/Cleaning</b> Use of solvents, washes and thinners for parts washing and preparing surfaces	Spills/leaks on ground	1	1	1	1	2	5	
		Employee exposure	1	2	1	1	3	7	
		Stormwater discharge	1	2	2	1	2	7	
		Hazardous waste disposal	1	1	1	1	2	5	
		Spills/leaks on ground	1	1	1	1	2	5	
	<b>Hazardous Chemical</b> Storage and use of hazardous chemicals	Spills/leaks on ground	1	1	1	1	3	6	
		Employee exposure	1	2	1	1	3	7	
		Stormwater discharge	1	1	2	1	3	7	
	<b>Tires</b> Storage and disposal of tires	Tire disposal/recycle	1	1	1	1	3	6	
		Vector control	1	1	1	1	3	6	



**State of Hawaii**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

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<b>Vehicle and Equipment Maintenance</b>	<b>Vehicle Washing</b>	Stormwater discharge	1	1	2	1	3	7	
	<b>Vehicle Storage</b>	Stormwater discharge	1	1	2	1	3	7	
	<b>Oil/Water Separator</b>	Stormwater discharge	1	1	1	1	3	6	
		Solid waste disposal	1	1	1	1	3	6	
	<b>Batteries Lead Acid</b> Storage or use of lead acid batteries	Battery disposal/recycle	1	1	1	1	2	5	
		Stormwater discharge	1	1	1	1	2	5	
		Spills/leaks on ground	1	1	1	1	2	5	
	<b>Brake Maintenance</b> Brake cleaning, rotor cutting	Employee exposure	1	1	1	1	3	6	
		Solid waste disposal	1	1	1	1	3	6	
	<b>Engine cooling system</b> Radiator flushing, repair of engine coolant unit	Antifreeze disposal/recycle	1	1	1	1	3	6	
		Stormwater discharge	1	1	1	1	3	6	
<b>Painting</b>	<b>Painting</b> Use of spray painting equipment, spray cans, brushes, rollers disposal	Spills/leaks on ground	1	1	2	1	3	7	
		Employee exposure	1	1	2	1	3	7	
		Air Emissions	1	1	2	1	3	7	
		Stormwater discharge	1	1	2	1	3	7	
		Hazardous waste disposal	1	1	2	1	2	6	
	<b>Hazardous Chemical</b> Storage and use of hazardous chemicals	Spills/leaks on ground	1	2	2	2	3	9	
		Employee exposure	1	2	2	2	3	9	
		Stormwater discharge	1	2	2	2	3	9	
	<b>Hazardous Waste</b> Storage, transport and disposal of hazardous waste	Employee exposure	1	2	2	2	2	9	
		Spills/leaks on ground	1	1	1	1	2	5	
		Hazardous waste disposal	1	2	2	2	2	8	

**State of Ha**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
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**KAHULUI BASEYARD**

Issue Date:  
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Approved By:

		Stormwater discharge	1	1	2	1	3	7	
<b>Refuse collection</b>	<b>Refuse Collection</b> Collection, transport and segregation of refuse	Solid waste disposal	1	1	2	1	2	6	
		Stormwater discharge	1	1	2	1	2	6	
<b>Vehicle Parking</b>	<b>Vehicle Parking</b>	Stormwater discharge	1	1	1	1	3	6	
		Spills/leaks on ground	1	2	2	1	3	8	
		Universal waste management	1	1	1	1	2	5	
		Stormwater discharge	1	1	2	1	3	7	
<b>Carpentry</b>	<b>Scrap wood generation</b>	Solid waste	1	1	1	1	3	6	
	<b>Hazardous Chemical</b> Storage and use of hazardous chemicals	Spills/leaks on ground	1	1	1	1	3	6	
		Employee exposure	1	2	1	2	3	8	
		Stormwater discharge	1	1	2	1	3	7	
<b>Asphalt Paving</b>	<b>Material Storage</b> Sand, gravel, cold mix, cold plane material, etc. storage	Stormwater discharge	1	1	2	1	3	7	
<b>Ground Maintenance</b>	<b>Herbicide</b> Mixing, use and storage of herbicides	Spills/leaks on ground	1	2	2	1	3	8	
		Employee exposure	1	1	1	1	3	7	
		Stormwater discharge	1	1	2	1	3	7	
	<b>Fertilizer</b>	Stormwater discharge	1	1	2	1	3	7	
	<b>Insecticide and Rodenticide</b> Use and storage of insecticide or rodenticide	Spills/leaks on ground	1	1	2	1	3	7	
		Employee exposure	1	1	2	1	3	7	
		Stormwater discharge	1	1	2	1	3	7	

**State of Hawaii**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
**KAHULUI BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

<b>Fueling</b>	<b>Fuel Dispenser Operation and Maintenance</b>	Spills/leaks underground	1	2	2	2	3	9	
		Spills/leaks on ground	2	1	1	1	3	12	
		Employee exposure	1	2	2	2	3	9	
		Stormwater discharge	1	2	2	2	3	9	
	<b>Underground Storage Tank</b>	Spills/leaks on ground	2	1	1	1	3	12	
		Spills/leaks underground	1	2	2	2	3	9	
		Stormwater discharge	1	2	2	2	3	9	

**SECTION C**  
**COMPLETED OBJECTIVES AND TARGETS (EF-004)**



**ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL  
STATE OF HAWAII DEPARTMENT OF TRANSPORTATION  
AIRPORTS DIVISION**

**ATTACHMENT V  
KAPALUA AIRPORT  
DOT MAINTENANCE BASEYARD**

Prepared by:  
**STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
Airports Division  
869 Punchbowl Street  
Honolulu, HI 96813-5907**

August 2008  
Version 2.0

**CONTROLLED DOCUMENT**

## SECTIONS

- A. Compliance Checklist Submittal / Review Process**
- B. Aspects and Impacts Evaluation (EF-001)**
- C. Objectives and Targets (EF-004)**

**SECTION A**  
**COMPLIANCE CHECKLIST SUBMITTAL / REVIEW PROCESS**



The Maintenance Supervisor will complete the Compliance Checklist on a quarterly basis and prepare a Nonconformance Documentation Form, if necessary, and submit both documents to:

- a) Baseyard Supervisor who will submit to
- b) District Manager who will submit to
- c) Environmental Health Specialist who will submit to
- d) Air-EE Group

Once the Air-EE Group receives the Checklist and Nonconformance Documentation Form, they will prepare a Corrective Action Recommendation document and submit it to the Maintenance Supervisor.

After implementing the Corrective Action Recommendation(s), the Maintenance Supervisor shall document the corrective actions and route the Corrective Action Document as described in a) through d) above.

For the Kapalua Airport DOT Maintenance Baseyard, the personnel are identified as follows:

<b>Kapalua Airport DOT Maintenance Baseyard</b>	
<b>Name</b>	<b>Title</b>
Jason Gaspar	Baseyard Supervisor
Roy Sakata	District Manager
Dwight Nakao	Environmental Health Specialist
Jose Balignasay	Project Manager - Environmental Section

**SECTION B**  
**COMPLETED ASPECTS AND IMPACTS EVALUATION (EF-001)**

State of Hawaii  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
**KAPALUA BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

The following Aspects and Impacts Form will be completed in accordance with EP-005 (Identification of Aspects and Impacts).

Environmental Aspects and Impacts will be listed alongside the associated Activity it involves. These environmental aspects and impacts will be ranked based on the following:

RATING			
	1	2	3
<b>Probability of Occurrence</b>	Once in >3 years	Once in 1 to 3 years	More than once per year
<b>Safety and Health Impacts Related to Environmental Release and/or Exposure</b>	Minimal or no impact	Moderate Impact	Severe impact
<b>Legal / Regulatory Requirements</b>	Non-conformance with non-regulated BMP or Full compliance	Non-compliance	Significant violation or enforcement action
<b>Associated Cost to Correct Impact</b>	Minimal or no cost associated with impact (<\$1,000)	Moderate cost associated with impact (\$1,000 - \$50,000)	High cost associated with impact (>\$50,000)
<b>Ability to Influence</b>	Tenant, contractor, or vendor activity over which HDOT has little or no influence	Tenant, contractor, or vendor activity over which HDOT has influence	Activities directly performed by HDOT personnel

**Overall Score:**

(Probability of Occurrence)

x

(Safety and Health Impacts + Legal / Regulatory Requirements + Associated Cost to Correct Impact + Ability to Influence)

**State of Hawaii**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
**KAPALUA BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

Activity	Aspect	Impact	Rating: 1, 2, or 3					Overall Score	Significant?
			Probability of Occurrence	Safety and Health Impacts	Legal / Regulatory Requirements	Cost	Ability to Influence		
<b>Vehicle and Equipment Maintenance</b>	<b>Oil and Grease</b> Storage and use of oil and grease	Stormwater discharge	1	1	2	1	3	7	
		Spills/leaks on ground	1	1	1	1	3	6	
	<b>Used Oil/Aboveground Storage Tank</b> Storage and disposal of used oil	Spills/leaks on ground	1	1	1	1	3	6	
		Stormwater discharge	1	1	2	1	3	7	
		Used oil disposal/recycle	1	1	1	1	3	6	
		Air Emissions	1	1	1	1	3	6	
	<b>Tires</b> Storage and disposal of tires	Tire disposal/recycle	1	1	1	1	3	6	
		Vector control	1	1	1	1	3	6	
	<b>Vehicle Washing</b>	Stormwater discharge	1	1	2	1	3	7	
	<b>Vehicle Storage</b>	Stormwater discharge	1	1	2	1	3	7	
	<b>Oil/Water Separator</b>	Stormwater discharge	1	1	2	1	3	7	
	<b>Batteries Lead Acid</b> Storage or use of lead acid batteries	Solid waste disposal	1	1	1	1	3	6	
		Battery disposal/recycle	1	1	1	1	3	6	
		Stormwater discharge	1	1	2	1	3	7	
		Spills/leaks on ground	1	1	1	1	3	6	

**State of Hawaii**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
**KAPALUA BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

<b>Refuse collection</b>	<b>Refuse Collection</b> Collection, transport and segregation of refuse	Solid waste disposal	1	1	1	1	3	6	
		Stormwater discharge	1	1	2	1	3	7	
<b>Vehicle Parking</b>	<b>Vehicle Parking</b>	Stormwater discharge	1	1	2	1	3	7	
<b>Structure storage</b>	<b>Structure Storage</b> Reusable structures made of metal, concrete, wood, plastic, or rubber. Eg. Concrete pilings, light poles, tires for fenders	Stormwater discharge	1	1	2	1	3	7	
		Vector Control	1	1	1	1	3	6	
<b>Ground Maintenance</b>	<b>Herbicide</b> Mixing, use and storage of herbicides	Spills/leaks on ground	1	1	1	1	3	6	
		Employee exposure	1	2	1	1	3	7	
		Stormwater discharge	1	1	2	1	3	7	
		Air Emissions	1	1	1	1	3	6	
	<b>Fertilizer</b>	Stormwater discharge	1	1	2	1	3	7	
<b>Fueling</b>	<b>Fuel Dispenser Operation and Maintenance</b>	Spills/leaks underground	1	1	1	3	3	5	
		Spills/leaks on ground	1	1	1	1	3	6	
		Employee exposure	1	2	1	1	3	7	
		Stormwater discharge	1	1	2	1	3	7	
	<b>Aboveground Storage Tank</b>	Spills/leaks on ground	1	1	1	1	3	6	
		Stormwater discharge	1	1	2	1	3	7	

**SECTION C**  
**COMPLETED OBJECTIVES AND TARGETS (EF-004)**



**ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL  
STATE OF HAWAII DEPARTMENT OF TRANSPORTATION  
AIRPORTS DIVISION**

**ATTACHMENT VI  
LANAI AIRPORT  
DOT MAINTENANCE BASEYARD**

Prepared by:  
**STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
Airports Division  
869 Punchbowl Street  
Honolulu, HI 96813-5907**

August 2008  
Version 2.0

**CONTROLLED DOCUMENT**



## SECTIONS

- A. Compliance Checklist Submittal / Review Process**
- B. Aspects and Impacts Evaluation (EF-001)**
- C. Objectives and Targets (EF-004)**

**SECTION A**  
**COMPLIANCE CHECKLIST SUBMITTAL / REVIEW PROCESS**

The Maintenance Supervisor will complete the Compliance Checklist on a quarterly basis and prepare a Nonconformance Documentation Form, if necessary, and submit both documents to:

- a) Baseyard Supervisor who will submit to
- b) District Manager who will submit to
- c) Environmental Health Specialist who will submit to
- d) Air-EE Group

Once the Air-EE Group receives the Checklist and Nonconformance Documentation Form, they will prepare a Corrective Action Recommendation document and submit it to the Maintenance Supervisor.

After implementing the Corrective Action Recommendation(s), the Maintenance Supervisor shall document the corrective actions and route the Corrective Action Document as described in a) through d) above.

For the Lanai Airport DOT Maintenance Baseyard, the personnel are identified as follows:

<b>Lanai Airport DOT Maintenance Baseyard</b>	
<b>Name</b>	<b>Title</b>
Willy Aboro	Baseyard Supervisor
Roy Sakata	District Manager
Jose Balignasay	Project Manager – Environmental Section

**SECTION B**  
**COMPLETED ASPECTS AND IMPACTS EVALUATION (EF-001)**

State of Hawaii  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
**LANAI BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

The following Aspects and Impacts Form will be completed in accordance with EP-005 (Identification of Aspects and Impacts).

Environmental Aspects and Impacts will be listed alongside the associated Activity it involves. These environmental aspects and impacts will be ranked based on the following:

RATING			
	1	2	3
<b>Probability of Occurrence</b>	Once in >3 years	Once in 1 to 3 years	More than once per year
<b>Safety and Health Impacts Related to Environmental Release and/or Exposure</b>	Minimal or no impact	Moderate Impact	Severe impact
<b>Legal / Regulatory Requirements</b>	Non-conformance with non-regulated BMP or Full compliance	Non-compliance	Significant violation or enforcement action
<b>Associated Cost to Correct Impact</b>	Minimal or no cost associated with impact (<\$1,000)	Moderate cost associated with impact (\$1,000 - \$50,000)	High cost associated with impact (>\$50,000)
<b>Ability to Influence</b>	Tenant, contractor, or vendor activity over which HDOT has little or no influence	Tenant, contractor, or vendor activity over which HDOT has influence	Activities directly performed by HDOT personnel

**Overall Score:**

(Probability of Occurrence)

x

(Safety and Health Impacts + Legal / Regulatory Requirements + Associated Cost to Correct Impact + Ability to Influence)

State of Hawaii  
Department of Transportation –Airports Division  
Environmental Management System

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
**LANAI BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

Activity	Aspect	Impact	Rating: 1, 2, or 3					Overall Score	Significant?
			Probability of Occurrence	Safety and Health Impacts	Legal / Regulatory Requirements	Cost	Ability to Influence		
<b>Vehicle and Equipment Maintenance</b>	<b>Oil and Grease</b> Storage and use of oil and grease	Stormwater discharge	1	1	2	1	3	7	
		Spills/leaks on ground	1	1	1	1	3	6	
	<b>Used Oil/Aboveground Storage Tank</b> Storage and disposal of used oil	Spills/leaks on ground	1	1	1	1	3	6	
		Stormwater discharge	1	1	2	1	3	7	
		Used oil disposal/recycle	1	1	1	1	3	6	
		Air Emissions	1	1	1	1	3	6	
	<b>Tires</b> Storage and disposal of tires	Tire disposal/recycle	1	1	1	1	3	6	
		Vector control	1	1	1	1	3	6	
	<b>Vehicle Washing</b>	Stormwater discharge	1	1	2	1	3	7	
	<b>Vehicle Storage</b>	Stormwater discharge	1	1	2	1	3	7	
	<b>Oil/Water Separator</b>	Stormwater discharge	1	1	2	1	3	7	
		Solid waste disposal	1	1	1	1	3	6	
	<b>Batteries Lead Acid</b> Storage or use of lead acid batteries	Battery disposal/recycle	1	1	1	1	3	6	
		Stormwater discharge	1	1	2	1	3	7	
		Spills/leaks on ground	1	1	1	1	3	6	

**State of Hawaii**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
**LANAI BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

<b>Refuse collection</b>	<b>Refuse Collection</b> Collection, transport and segregation of refuse	Solid waste disposal	1	1	1	1	3	6	
		Stormwater discharge	1	1	2	1	3	7	
<b>Vehicle Parking</b>	<b>Vehicle Parking</b>	Stormwater discharge	1	1	2	1	3	7	
<b>Structure storage</b>	<b>Structure Storage</b> Reusable structures made of metal, concrete, wood, plastic, or rubber. Eg. Concrete pilings, light poles, tires for fenders	Stormwater discharge	1	1	2	1	3	7	
		Vector Control	1	1	1	1	3	6	
<b>Ground Maintenance</b>	<b>Herbicide</b> Mixing, use and storage of herbicides	Spills/leaks on ground	1	1	1	1	3	6	
		Employee exposure	1	2	1	1	3	7	
		Stormwater discharge	1	1	2	1	3	7	
		Air Emissions	1	1	1	1	3	6	
	<b>Fertilizer</b>	Stormwater discharge	1	1	2	1	3	7	
<b>Fueling</b>	<b>Fuel Dispenser Operation and Maintenance</b>	Spills/leaks underground	1	1	1	3	3	5	
		Spills/leaks on ground	1	1	1	1	3	6	
		Employee exposure	1	2	1	1	3	7	
		Stormwater discharge	1	1	2	1	3	7	
	<b>Aboveground Storage Tank</b>	Spills/leaks on ground	1	1	1	1	3	6	
		Stormwater discharge	1	1	2	1	3	7	

**SECTION C**  
**COMPLETED OBJECTIVES AND TARGETS (EF-004)**





**ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL  
STATE OF HAWAII DEPARTMENT OF TRANSPORTATION  
AIRPORTS DIVISION**

**ATTACHMENT VII  
MOLOKAI AIRPORT  
DOT MAINTENANCE BASEYARD**

Prepared by:  
**STATE OF HAWAII**  
**DEPARTMENT OF TRANSPORTATION**  
Airports Division  
869 Punchbowl Street  
Honolulu, HI 96813-5907

August 2008  
Version 2.0

**CONTROLLED DOCUMENT**

## **SECTIONS**

- A. Compliance Checklist Submittal / Review Process**
- B. Aspects and Impacts Evaluation (EF-001)**
- C. Objectives and Targets (EF-004)**

**SECTION A**  
**COMPLIANCE CHECKLIST SUBMITTAL / REVIEW PROCESS**

The Maintenance Supervisor will complete the Compliance Checklist on a quarterly basis and prepare a Nonconformance Documentation Form, if necessary, and submit both documents to:

- a) Baseyard Supervisor who will submit to
- b) District Manager who will submit to
- c) Environmental Health Specialist who will submit to
- d) Air-EE Group

Once the Air-EE Group receives the Checklist and Nonconformance Documentation Form, they will prepare a Corrective Action Recommendation document and submit it to the Maintenance Supervisor.

After implementing the Corrective Action Recommendation(s), the Maintenance Supervisor shall document the corrective actions and route the Corrective Action Document as described in a) through d) above.

For the Molokai Airport DOT Maintenance Baseyard, the personnel are identified as follows:

<b>Molokai Airport DOT Maintenance Baseyard</b>	
<b>Name</b>	<b>Title</b>
Carl Brito	Baseyard Supervisor
Roy Sakata	District Manager
Jose Balignasay	Project Manager – Environmental Section

**SECTION B**  
**COMPLETED ASPECTS AND IMPACTS EVALUATION (EF-001)**

**State of Hawaii**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
**MOLOKAI BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

The following Aspects and Impacts Form will be completed in accordance with EP-005 (Identification of Aspects and Impacts).

Environmental Aspects and Impacts will be listed alongside the associated Activity it involves. These environmental aspects and impacts will be ranked based on the following:

RATING			
	1	2	3
<b>Probability of Occurrence</b>	Once in >3 years	Once in 1 to 3 years	More than once per year
<b>Safety and Health Impacts Related to Environmental Release and/or Exposure</b>	Minimal or no impact	Moderate Impact	Severe impact
<b>Legal / Regulatory Requirements</b>	Non-conformance with non-regulated BMP or Full compliance	Non-compliance	Significant violation or enforcement action
<b>Associated Cost to Correct Impact</b>	Minimal or no cost associated with impact (<\$1,000)	Moderate cost associated with impact (\$1,000 - \$50,000)	High cost associated with impact (>\$50,000)
<b>Ability to Influence</b>	Tenant, contractor, or vendor activity over which HDOT has little or no influence	Tenant, contractor, or vendor activity over which HDOT has influence	Activities directly performed by HDOT personnel

**Overall Score:**

(Probability of Occurrence)

x

(Safety and Health Impacts + Legal / Regulatory Requirements + Associated Cost to Correct Impact + Ability to Influence)

**State of Hawaii**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

Aspects and Impacts Form  
Environmental Form #: EF-001  
**MOLOKAI BASEYARD**

Issue Date: \_\_\_\_\_ Revision Number: \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Approved By: \_\_\_\_\_

Activity	Aspect	Impact	Rating: 1, 2, or 3				Overall Score	Significant?
			Probability of Occurrence	Safety and Health Impacts	Legal / Regulatory Requirements	Cost		
<b>Vehicle and Equipment Maintenance</b>	<b>Oil and Grease</b> Storage and use of oil and grease	Stormwater discharge	1	1	2	1	3	7
		Spills/leaks on ground	1	1	1	1	3	6
		Spills/leaks on ground	1	1	1	1	3	6
	<b>Used Oil/Aboveground Storage Tank</b> Storage and disposal of used oil	Stormwater discharge	1	1	2	1	3	7
		Used oil disposal/recycle	1	1	1	1	3	6
		Air Emissions	1	1	1	1	3	6
	<b>Tires</b> Storage and disposal of tires	Tire disposal/recycle	1	1	1	1	3	6
		Vector control	1	1	1	1	3	6
	<b>Vehicle Washing</b>	Stormwater discharge	1	1	2	1	3	7
	<b>Vehicle Storage</b>	Stormwater discharge	1	1	2	1	3	7
	<b>Oil/Water Separator</b>	Stormwater discharge	1	1	2	1	3	7
	<b>Batteries Lead Acid</b> Storage or use of lead acid batteries	Solid waste disposal	1	1	1	1	3	6
		Battery disposal/recycle	1	1	1	1	3	6
		Stormwater discharge	1	1	2	1	3	7
		Spills/leaks on ground	1	1	1	1	3	6



**State of Hawaii**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
**MOLOKAI BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

<b>Refuse collection</b>	<b>Refuse Collection</b> Collection, transport and segregation of refuse	Solid waste disposal	1	1	1	1	3	6	
		Stormwater discharge	1	1	2	1	3	7	
<b>Vehicle Parking</b>	<b>Vehicle Parking</b>	Stormwater discharge	1	1	2	1	3	7	
<b>Structure storage</b>	<b>Structure Storage</b> Reusable structures made of metal, concrete, wood, plastic, or rubber. Eg. Concrete pilings, light poles, tires for fenders	Stormwater discharge	1	1	2	1	3	7	
		Vector Control	1	1	1	1	3	6	
<b>Ground Maintenance</b>	<b>Herbicide</b> Mixing, use and storage of herbicides	Spills/leaks on ground	1	1	1	1	3	6	
		Employee exposure	1	2	1	1	3	7	
		Stormwater discharge	1	1	2	1	3	7	
		Air Emissions	1	1	1	1	3	6	
	<b>Fertilizer</b>	Stormwater discharge	1	1	2	1	3	7	
<b>Fueling</b>	<b>Fuel Dispenser Operation and Maintenance</b>	Spills/leaks underground	1	1	1	3	3	5	
		Spills/leaks on ground	1	1	1	1	3	6	
		Employee exposure	1	2	1	1	3	7	
		Stormwater discharge	1	1	2	1	3	7	
	<b>Aboveground Storage Tank</b>	Spills/leaks on ground	1	1	1	1	3	6	
		Stormwater discharge	1	1	2	1	3	7	

**SECTION C**  
**COMPLETED OBJECTIVES AND TARGETS (EF-004)**



**ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL  
STATE OF HAWAII DEPARTMENT OF TRANSPORTATION  
AIRPORTS DIVISION**

**ATTACHMENT VIII  
HILO INTERNATIONAL AIRPORT  
DOT MAINTENANCE BASEYARD**

Prepared by:  
**STATE OF HAWAII**  
**DEPARTMENT OF TRANSPORTATION**  
Airports Division  
869 Punchbowl Street  
Honolulu, HI 96813-5907

August 2008  
Version 2.0

**CONTROLLED DOCUMENT**

## SECTIONS

- A. Compliance Checklist Submittal / Review Process
- B. Aspects and Impacts Evaluation (EF-001)
- C. Objectives and Targets (EF-004)

**SECTION A**  
**COMPLIANCE CHECKLIST SUBMITTAL / REVIEW PROCESS**

The Maintenance Supervisor will complete the Compliance Checklist on a quarterly basis and prepare a Nonconformance Documentation Form, if necessary, and submit both documents to:

- a) Baseyard Supervisor who will submit to
- b) Airport Manager who will submit to
- c) District Manager who will submit to
- d) Environmental Health Specialist who will submit to
- e) Air-EE Group

Once the Air-EE Group receives the Checklist and Nonconformance Documentation Form, they will prepare a Corrective Action Recommendation document and submit it to the Maintenance Supervisor.

After implementing the Corrective Action Recommendation(s), the Maintenance Supervisor shall document the corrective actions and route the Corrective Action Document as described in a) through d) above.

For the Hilo International Airport DOT Maintenance Baseyard, the personnel are identified as follows:

<b>Hilo International Airport DOT Maintenance Baseyard</b>	
<b>Name</b>	<b>Title</b>
Alvin Kaai	Baseyard Supervisor
James Davis	Airport Manager
Chauncy Wongyuen	District Manager
Stefan Borduz	Environmental Health Specialist
Jose Balignasay	Project Manager - Environmental Section

**SECTION B**  
**COMPLETED ASPECTS AND IMPACTS EVALUATION (EF-001)**



**State of Hawaii  
Department of Transportation –Airports Division  
Environmental Management System**

**Aspects and Impacts Form  
Environmental Form #: EF-001  
HILO BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

The following Aspects and Impacts Form will be completed in accordance with EP-005 (Identification of Aspects and Impacts).

Environmental Aspects and Impacts will be listed alongside the associated Activity it involves. These environmental aspects and impacts will be ranked based on the following:

	RATING		
	1	2	3
Probability of Occurrence	Once in >3 years	Once in 1 to 3 years	More than once per year
Safety and Health Impacts Related to Environmental Release and/or Exposure	Minimal or no impact	Moderate Impact	Severe impact
Legal / Regulatory Requirements	Non-conformance with non-regulated BMP or Full compliance	Non-compliance	Significant violation or enforcement action
Associated Cost to Correct Impact	Minimal or no cost associated with impact (<\$1,000)	Moderate cost associated with impact (\$1,000 - \$50,000)	High cost associated with impact (>\$50,000)
Ability to Influence	Tenant, contractor, or vendor activity over which HDOT has little or no influence	Tenant, contractor, or vendor activity over which HDOT has influence	Activities directly performed by HDOT personnel

**Overall Score:**

(Probability of Occurrence)

x

(Safety and Health Impacts + Legal / Regulatory Requirements + Associated Cost to Correct Impact + Ability to Influence)

State of Hawaii  
Department of Transportation –Airports Division  
Environmental Management System

Aspects and Impacts Form  
Environmental Form #: EF-001  
HILO BASEYARD

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

Activity	Aspect	Impact	Rating: 1, 2, or 3					Overall Score	Significant?
			Probability of Occurrence	Safety and Health Impacts	Legal / Regulatory Requirements	Cost	Ability to Influence		
<b>Vehicle and Equipment Maintenance</b>	<b>Oil and Grease</b>	Stormwater discharge	1	1	2	1	3	7	
	Storage and use of oil and grease	Spills/leaks on ground	2	1	1	1	3	12	
	<b>Used Oil</b>	Spills/leaks on ground	2	1	1	1	3	12	
	Storage and disposal of used oil	Stormwater discharge	1	1	2	1	3	7	
		Used oil disposal/recycle	2	1	1	1	3	12	
	<b>Degreasing/Cleaning</b>	Spills/leaks on ground	1	1	1	1	3	6	
	Use of solvents, washes and thinners for parts washing and preparing surfaces	Employee exposure	1	1	1	1	3	6	
		Stormwater discharge	1	1	2	1	3	7	
		Hazardous waste disposal	1	1	1	1	3	6	
	<b>Hazardous Chemical</b>	Spills/leaks on ground	1	1	1	1	3	6	
	Storage and use of hazardous chemicals	Employee exposure	1	1	1	1	3	6	
		Stormwater discharge	1	1	2	1	3	7	
		Air Emissions	1	1	1	1	3	6	
	<b>Tires</b>	Tire disposal/recycle	1	1	1	1	3	6	
	Storage and disposal of tires	Vector control	1	2	1	1	3	7	

**State of Hawaii**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
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Issue Date:  
Revision Date:

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<b>Vehicle and Equipment Maintenance</b>	<b>Vehicle washing</b>	Stormwater discharge	1	1	2	1	3	7	
	<b>A/C Maintenance</b>	Air Emissions	1	1	1	1	3	6	
	Use and handling of R134A	Spills/leaks on ground	1	1	1	1	3	6	
	<b>Batteries Lead Acid</b>	Battery disposal/recycle	2	1	1	1	3	18	
	Storage or use of lead acid batteries	Stormwater discharge	1	1	1	1	3	6	
		Spills/leaks on ground	1	1	1	1	3	6	
	<b>Engine cooling system</b>	Antifreeze disposal/recycle	1	1	1	1	3	12	
	Radiator flushing, repair of engine coolant unit	Stormwater discharge	1	1	2	1	3	7	
<b>Painting</b>	<b>Painting</b> Use of spray painting equipment, spray cans, brushes, rollers disposal	Spills/leaks on ground	1	1	1	1	3	6	
		Employee exposure	3	1	1	1	3	18	
		Air Emissions	1	1	1	1	3	6	
		Stormwater discharge	1	1	1	1	3	6	
		Hazardous waste disposal	1	1	1	1	3	6	
	<b>Hazardous Chemical</b> Storage and use of hazardous chemicals	Spills/leaks on ground	1	1	1	1	3	6	
		Employee exposure	1	2	1	1	3	7	
		Stormwater discharge	1	1	2	1	3	6	
		Air Emissions	1	2	1	1	3	7	
	<b>Hazardous Waste</b> Storage, transport and disposal of hazardous waste	Employee exposure	1	2	1	1	3	7	
		Spills/leaks on ground	1	1	1	1	3	6	
		Hazardous waste disposal	1	1	1	1	3	6	
		Stormwater discharge	1	1	1	1	3	6	
		Air Emissions	1	1	1	1	3	6	

**State of Hawaii**  
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<b>Refuse collection</b>	<b>Refuse Collection</b> Collection, transport and segregation of refuse	Solid waste disposal	1	1	1	1	3	6	
		Stormwater discharge	1	1	2	1	3	7	
<b>Vehicle Parking</b>	<b>Vehicle Parking</b>	Stormwater discharge	1	1	1	1	3	6	
<b>Structure storage</b>	<b>Structure Storage</b> Reusable structures made of metal, concrete, wood, plastic, or rubber. Eg. Concrete pilings, light poles, tires for fenders	Stormwater discharge	1	1	1	1	3	6	
		Vector control	1	1	1	1	3	6	
<b>Electrical</b>	<b>Light bulb/lamps containing mercury</b>	Air Emissions	1	1	1	1	3	6	
		Spills/leaks on ground	1	1	1	1	3	6	
		Universal waste management	1	1	1	1	3	6	
		Stormwater discharge	1	1	1	1	3	6	
	<b>Battery replacement</b>	Spills/leaks on ground	1	1	1	1	3	6	
		Universal waste management	2	1	1	1	3	12	
		Stormwater discharge	1	1	1	1	3	6	
<b>Carpentry</b>	<b>Scrap wood generation</b>	Solid waste	2	1	1	1	3	12	
	<b>Hazardous Chemical</b> Storage and use of hazardous chemicals	Spills/leaks on ground	1	1	1	1	3	6	
		Employee exposure	1	1	1	1	3	6	
		Stormwater discharge	1	1	2	1	3	7	
		Air Emissions	1	1	1	1	3	6	

**State of Hawaii**  
**Department of Transportation –Airports Division**  
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Issue Date:  
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Approved By:

<b>Fueling</b>	<b>Fuel Dispenser Operation and Maintenance</b>	Spills/leaks underground	1	1	1	2	3	7	
		Spills/leaks on ground	2	2	1	1	3	14	
		Employee exposure	3	2	1	1	3	21	
		Stormwater discharge	1	1	2	1	3	7	
	<b>Aboveground Storage Tank</b>	Spills/leaks on ground	1	1	1	1	3	6	
		Stormwater discharge	1	1	2	1	3	7	

**SECTION C**  
**COMPLETED OBJECTIVES AND TARGETS (EF-004)**



**ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL  
STATE OF HAWAII DEPARTMENT OF TRANSPORTATION  
AIRPORTS DIVISION**

**ATTACHMENT IX  
KONA INTERNATIONAL AIRPORT  
DOT MAINTENANCE BASEYARD**

Prepared by:  
**STATE OF HAWAII**  
**DEPARTMENT OF TRANSPORTATION**  
Airports Division  
869 Punchbowl Street  
Honolulu, HI 96813-5907

August 2008  
Version 2.0

**CONTROLLED DOCUMENT**



## SECTIONS

- A. Compliance Checklist Submittal / Review Process
- B. Aspects and Impacts Evaluation (EF-001)
- C. Objectives and Targets (EF-004)

**SECTION A**  
**COMPLIANCE CHECKLIST SUBMITTAL / REVIEW PROCESS**

The Maintenance Supervisor will complete the Compliance Checklist on a quarterly basis and prepare a Nonconformance Documentation Form, if necessary, and submit both documents to:

- a) Baseyard Supervisor who will submit to
- b) Airport/District Manager who will submit to
- c) Environmental Health Specialist who will submit to
- d) Air-EE Group

Once the Air-EE Group receives the Checklist and Nonconformance Documentation Form, they will prepare a Corrective Action Recommendation document and submit it to the Maintenance Supervisor.

After implementing the Corrective Action Recommendation(s), the Maintenance Supervisor shall document the corrective actions and route the Corrective Action Document as described in a) through d) above.

For the Kona International Airport DOT Maintenance Baseyard, the personnel are identified as follows:

<b>Kona International Airport DOT Maintenance Baseyard</b>	
Name	Title
Ed Kihara	Baseyard Supervisor
Chauncy Wongyuen	Airport /District Manager
Stefan Borduz	Environmental Health Specialist
Jose Balignasay	Project Manager - Environmental Section

**SECTION B**  
**COMPLETED ASPECTS AND IMPACTS EVALUATION (EF-001)**

**State of Hawaii  
Department of Transportation –Airports Division  
Environmental Management System**

**Aspects and Impacts Form  
Environmental Form #: EF-001  
KONA BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

The following Aspects and Impacts Form will be completed in accordance with EP-005 (Identification of Aspects and Impacts).

Environmental Aspects and Impacts will be listed alongside the associated Activity it involves. These environmental aspects and impacts will be ranked based on the following:

RATING			
	1	2	3
<b>Probability of Occurrence</b>	Once in >3 years	Once in 1 to 3 years	More than once per year
<b>Safety and Health Impacts Related to Environmental Release and/or Exposure</b>	Minimal or no impact	Moderate Impact	Severe impact
<b>Legal / Regulatory Requirements</b>	Non-conformance with non-regulated BMP or Full compliance	Non-compliance	Significant violation or enforcement action
<b>Associated Cost to Correct Impact</b>	Minimal or no cost associated with impact (<\$1,000)	Moderate cost associated with impact (\$1,000 - \$50,000)	High cost associated with impact (>\$50,000)
<b>Ability to Influence</b>	Tenant, contractor, or vendor activity over which HDOT has little or no influence	Tenant, contractor, or vendor activity over which HDOT has influence	Activities directly performed by HDOT personnel

**Overall Score:**

(Probability of Occurrence)

x

(Safety and Health Impacts + Legal / Regulatory Requirements + Associated Cost to Correct Impact + Ability to Influence)

**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
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**KONA BASEYARD**

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Activity	Aspect	Impact	Rating: 1, 2, or 3					Overall Score	Significant?
			Probability of Occurrence	Safety and Health Impacts	Legal / Regulatory Requirements	Cost	Ability to Influence		
<b>Vehicle and Equipment Maintenance</b>	<b>Oil and Grease</b> Storage and use of oil and grease	Stormwater discharge	1	1	2	1	3	7	
		Spills/leaks on ground	2	1	1	1	3	12	
	<b>Used Oil</b> Storage and disposal of used oil	Spills/leaks on ground	2	1	1	1	3	12	
		Stormwater discharge	1	1	2	1	3	7	
		Used oil disposal/recycle	2	1	1	1	3	12	
	<b>Degreasing/Cleaning</b> Use of solvents, washes and thinners for parts washing and preparing surfaces	Spills/leaks on ground	1	1	1	1	3	6	
		Employee exposure	1	1	1	1	3	6	
		Stormwater discharge	1	1	1	1	3	6	
		Air Emissions	1	1	1	1	3	6	
	<b>Hazardous Chemical</b> Storage and use of hazardous chemicals	Hazardous waste disposal	1	1	1	1	3	6	
		Spills/leaks on ground	1	1	1	1	3	6	
		Employee exposure	1	1	1	1	3	6	
	<b>Tires</b>	Stormwater discharge	1	1	1	1	3	6	
		Tire disposal/recycle	1	1	1	1	3	6	
		Vector control	1	2	1	1	3	7	

**State of Hawaii**  
**Department of Transportation –Airports Division**  
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**Aspects and Impacts Form**  
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Vehicle and Equipment Maintenance	Vehicle washing	Stormwater discharge	1	1	2	1	3	7	
	A/C Maintenance	Air Emissions	1	1	1	1	3	6	
	Use and handling of freon, R12, R22	Spills/leaks on ground	1	1	1	1	3	6	
	Batteries Lead Acid	Battery disposal/recycle	2	1	1	1	3	18	
	Storage or use of lead acid batteries	Stormwater discharge	1	1	1	1	3	6	
		Spills/leaks on ground	1	1	1	1	3	6	
	Engine cooling system	Antifreeze disposal/recycle	1	1	1	1	3	12	
	Radiator flushing, repair of engine coolant unit	Stormwater discharge	1	1	2	1	3	7	
Painting	Painting	Spills/leaks on ground	1	1	1	1	3	6	
	Use of spray painting equipment, spray cans, brushes, rollers disposal	Employee exposure	3	1	1	1	3	18	
		Stormwater discharge	1	1	1	1	3	6	
		Hazardous waste disposal	1	1	1	1	3	6	
	Hazardous Chemical	Spills/leaks on ground	1	1	1	1	3	6	
	Storage and use of hazardous chemicals	Employee exposure	1	2	1	1	3	7	
		Stormwater discharge	1	1	2	1	3	6	
Refuse collection	Refuse Collection	Solid waste disposal	1	1	1	1	3	6	
	Collection, transport and segregation of refuse	Stormwater discharge	1	1	2	1	3	7	
Vehicle Parking	Vehicle Parking	Stormwater discharge	1	1	2	1	3	7	

State of Hawaii  
Department of Transportation –Airports Division  
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Aspects and Impacts Form  
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<b>Structure storage</b>	<b>Structure Storage</b> Reusable structures made of metal, concrete, wood, plastic, or rubber. Eg. Concrete pilings, light poles, tires for fenders	Stormwater discharge	1	1	1	1	3	6	
		Vector control	1	1	1	1	3	6	
<b>Electrical</b>	<b>Light bulb/lamps containing mercury</b>	Air Emissions	1	1	1	1	3	6	
		Spills/leaks on ground	1	1	1	1	3	6	
		Universal waste management	1	1	1	1	3	6	
		Stormwater discharge	1	1	1	1	3	6	
		Spills/leaks on ground	1	1	1	1	3	6	
		Universal waste management	2	1	1	1	3	12	
		Stormwater discharge	1	1	1	1	3	6	
<b>Carpentry</b>	<b>Scrap wood generation</b>	Solid waste	2	1	1	1	3	9	
	<b>Hazardous Chemical</b> Storage and use of hazardous chemicals	Spills/leaks on ground	1	1	1	1	3	6	
		Employee exposure	1	1	1	1	3	6	
		Stormwater discharge	1	1	1	1	3	6	
<b>Fueling</b>	<b>Fuel Dispenser Operation and Maintenance</b>	Spills/leaks underground	1	1	1	2	3	7	
		Spills/leaks on ground	2	2	1	1	3	14	
		Employee exposure	3	2	1	1	3	21	
		Stormwater discharge	1	1	2	1	3	7	
	<b>Aboveground Storage Tank</b>	Spills/leaks on ground	1	1	1	1	3	6	
		Stormwater discharge	1	1	2	1	3	7	



**SECTION C**  
**COMPLETED OBJECTIVES AND TARGETS (EF-004)**



**ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL  
STATE OF HAWAII DEPARTMENT OF TRANSPORTATION  
AIRPORTS DIVISION**

**ATTACHMENT X  
WAIMEA-KOHALA AIRPORT  
DOT MAINTENANCE BASEYARD**

Prepared by:  
**STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
Airports Division  
869 Punchbowl Street  
Honolulu, HI 96813-5907**

August 2008  
Version 2.0

**CONTROLLED DOCUMENT**

## SECTIONS

- A. Compliance Checklist Submittal / Review Process**
- B. Aspects and Impacts Evaluation (EF-001)**
- C. Objectives and Targets (EF-004)**

**SECTION A**  
**COMPLIANCE CHECKLIST SUBMITTAL / REVIEW PROCESS**

The Maintenance Supervisor will complete the Compliance Checklist on a quarterly basis and prepare a Nonconformance Documentation Form, if necessary, and submit both documents to:

- a) Baseyard Supervisor who will submit to
- b) District Manager who will submit to
- c) Environmental Health Specialist who will submit to
- d) Air-EE Group

Once the Air-EE Group receives the Checklist and Nonconformance Documentation Form, they will prepare a Corrective Action Recommendation document and submit it to the Maintenance Supervisor.

After implementing the Corrective Action Recommendation(s), the Maintenance Supervisor shall document the corrective actions and route the Corrective Action Document as described in a) through d) above.

For the Waimea-Kohala Airport DOT Maintenance Baseyard, the personnel are identified as follows:

<b>Waimea-Kohala Airport DOT Maintenance Baseyard</b>	
<b>Name</b>	<b>Title</b>
Myron Shimamoto	Baseyard Supervisor
Chauncy Wongyuen	District Manager
Stefan Borduz	Environmental Health Specialist
Jose Balignasay	Project Manager - Environmental Section

**SECTION B**  
**COMPLETED ASPECTS AND IMPACTS EVALUATION (EF-001)**

**State of Hawaii  
Department of Transportation –Airports Division  
Environmental Management System**

**Aspects and Impacts Form  
Environmental Form #: EF-001  
MOLOKAI BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

The following Aspects and Impacts Form will be completed in accordance with EP-005 (Identification of Aspects and Impacts).

Environmental Aspects and Impacts will be listed alongside the associated Activity it involves. These environmental aspects and impacts will be ranked based on the following:

RATING			
	<b>1</b>	<b>2</b>	<b>3</b>
<b>Probability of Occurrence</b>	Once in >3 years	Once in 1 to 3 years	More than once per year
<b>Safety and Health Impacts Related to Environmental Release and/or Exposure</b>	Minimal or no impact	Moderate Impact	Severe impact
<b>Legal / Regulatory Requirements</b>	Non-conformance with non-regulated BMP or Full compliance	Non-compliance	Significant violation or enforcement action
<b>Associated Cost to Correct Impact</b>	Minimal or no cost associated with impact (<\$1,000)	Moderate cost associated with impact (\$1,000 - \$50,000)	High cost associated with impact (>\$50,000)
<b>Ability to Influence</b>	Tenant, contractor, or vendor activity over which HDOT has little or no influence	Tenant, contractor, or vendor activity over which HDOT has influence	Activities directly performed by HDOT personnel

**Overall Score:**

(Probability of Occurrence)

x

(Safety and Health Impacts + Legal / Regulatory Requirements + Associated Cost to Correct Impact + Ability to Influence)



**State of Hawaii**  
**Department of Transportation – Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
**MOLOKAI BASEYARD**

<b>Issue Date:</b> <b>Revision Date:</b>	<b>Revision Number:</b> <b>Approved By:</b>
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Activity	Aspect	Impact	Rating: 1, 2, or 3					Overall Score	Significant?
			Probability of Occurrence	Safety and Health Impacts	Legal / Regulatory Requirements	Cost	Ability to Influence		
<b>Vehicle and Equipment Maintenance</b>	<b>Oil and Grease</b> Storage and use of oil and grease	Stormwater discharge	1	1	2	1	3	7	
		Spills/leaks on ground	2	1	1	1	3	12	
		Spills/leaks on ground	2	1	1	1	3	12	
		Stormwater discharge	1	1	2	1	3	7	
		Used oil disposal/recycle	2	1	1	1	3	12	
		Spills/leaks on ground	1	1	1	1	3	6	
	<b>Degreasing/Cleaning</b> Use of solvents, washes and thinners for parts washing and preparing surfaces	Employee exposure	1	1	1	1	3	6	
		Stormwater discharge	1	1	1	1	3	6	
		Air Emissions	1	1	1	1	3	6	
		Hazardous waste disposal	1	1	1	1	3	6	
		Spills/leaks on ground	1	1	1	1	3	6	
		Employee exposure	1	1	1	1	3	6	
	<b>Hazardous Chemical</b> Storage and use of hazardous chemicals	Stormwater discharge	1	1	1	1	3	6	
		Tire disposal/recycle	1	1	1	1	3	6	
	<b>Tires</b> Storage and disposal of tires	Vector control	1	2	1	1	3	7	

**State of Ha**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

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Issue Date:  
Revision Date:

Revision Number:  
Approved By:

<b>Vehicle and Equipment Maintenance</b>	<b>Vehicle washing</b>	Stormwater discharge	1	1	2	1	3	7	
	<b>Batteries Lead Acid</b> Storage or use of lead acid batteries	Battery disposal/recycle	2	1	1	1	3	18	
		Stormwater discharge	1	1	1	1	3	6	
		Spills/leaks on ground	1	1	1	1	3	6	
<b>Refuse collection</b>	<b>Refuse Collection</b> Collection, transport and segregation of refuse	Solid waste disposal	1	1	1	1	3	6	
		Stormwater discharge	1	1	2	1	3	7	
<b>Vehicle Parking</b>	<b>Vehicle Parking</b>	Stormwater discharge	1	1	1	1	3	6	
<b>Structure storage</b>	<b>Structure Storage</b> Reusable structures made of metal, concrete, wood, plastic, or rubber. Eg. Concrete pilings, light poles, tires for fenders	Stormwater discharge	1	1	1	1	3	6	
		Vector control	1	1	1	1	3	6	
<b>Carpentry</b>	<b>Scrap wood generation</b>	Solid waste	3	1	1	1	3	18	
	<b>Hazardous Chemical</b> Storage and use of hazardous chemicals	Spills/leaks on ground	1	1	1	1	3	6	
		Employee exposure	1	1	1	1	3	6	
		Stormwater discharge	1	1	1	1	3	6	
		Air Emissions	1	1	1	1	3	6	

**SECTION C**  
**COMPLETED OBJECTIVES AND TARGETS (EF-004)**



**ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL  
STATE OF HAWAII DEPARTMENT OF TRANSPORTATION  
AIRPORTS DIVISION**

**ATTACHMENT XI  
LIHUE AIRPORT  
DOT MAINTENANCE BASEYARD**

Prepared by:  
**STATE OF HAWAII**  
**DEPARTMENT OF TRANSPORTATION**  
Airports Division  
869 Punchbowl Street  
Honolulu, HI 96813-5907

August 2008  
Version 2.0

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## SECTIONS

- A. Compliance Checklist Submittal / Review Process
- B. Aspects and Impacts Evaluation (EF-001)
- C. Objectives and Targets (EF-004)

**SECTION A**  
**COMPLIANCE CHECKLIST SUBMITTAL / REVIEW PROCESS**

The Maintenance Supervisor will complete the Compliance Checklist on a quarterly basis and prepare a Nonconformance Documentation Form, if necessary, and submit both documents to:

- a) Baseyard Supervisor who will submit to
- b) Airport Manager who will submit to
- c) Environmental Health Specialist who will submit to
- d) Air-EE Group

Once the Air-EE Group receives the Checklist and Nonconformance Documentation Form, they will prepare a Corrective Action Recommendation document and submit it to the Maintenance Supervisor.

After implementing the Corrective Action Recommendation(s), the Maintenance Supervisor shall document the corrective actions and route the Corrective Action Document as described in a) through d) above.

For the Lihue Airport DOT Maintenance Baseyard, the personnel are identified as follows:

<b>Lihue Airport DOT Maintenance Baseyard</b>	
<b>Name</b>	<b>Title</b>
Samuel Wong	Baseyard Supervisor
George Crabbe	Airport Manager
Mike Goshima	Environmental Health Specialist
Jose Balignasay	Project Manager - Environmental Section



**SECTION B**  
**COMPLETED ASPECTS AND IMPACTS EVALUATION (EF-001)**

**State of Hawaii**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
**LIHUE BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

The following Aspects and Impacts Form will be completed in accordance with EP-005 (Identification of Aspects and Impacts).

Environmental Aspects and Impacts will be listed alongside the associated Activity it involves. These environmental aspects and impacts will be ranked based on the following:

	RATING		
	1	2	3
<b>Probability of Occurrence</b>	Once in >3 years	Once in 1 to 3 years	More than once per year
<b>Safety and Health Impacts Related to Environmental Release and/or Exposure</b>	Minimal or no impact	Moderate Impact	Severe impact
<b>Legal / Regulatory Requirements</b>	Non-conformance with non-regulated BMP or Full compliance	Non-compliance	Significant violation or enforcement action
<b>Associated Cost to Correct Impact</b>	Minimal or no cost associated with impact (<\$1,000)	Moderate cost associated with impact (\$1,000 - \$50,000)	High cost associated with impact (>\$50,000)
<b>Ability to Influence</b>	Tenant, contractor, or vendor activity over which HDOT has little or no influence	Tenant, contractor, or vendor activity over which HDOT has influence	Activities directly performed by HDOT personnel

**Overall Score:**

(Probability of Occurrence)

x

(Safety and Health Impacts + Legal / Regulatory Requirements + Associated Cost to Correct Impact + Ability to Influence)

**State of Hawaii**  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
**LIHUE BASEYARD**

Issue Date:  
Revision Date:

Revision Number:  
Approved By:

Activity	Aspect	Impact	Rating: 1, 2, or 3					Overall Score	Significant?
			Probability of Occurrence	Safety and Health Impacts	Legal / Regulatory Requirements	Cost	Ability to Influence		
<b>Vehicle and Equipment Maintenance</b>	<b>Oil and Grease</b> Storage and use of oil and grease	Stormwater discharge	1	1	1	1	3	6	
		Spills/leaks on ground	1	1	1	1	3	6	
		Spills/leaks on ground	1	1	1	1	3	6	
	<b>Used Oil</b> Storage and disposal of used oil	Stormwater discharge	1	1	1	1	3	6	
		Used oil disposal/recycle	1	1	1	1	2	5	
	<b>Degreasing/Cleaning</b> Use of solvents, washes and thinners for parts washing and preparing surfaces	Spills/leaks on ground	1	1	1	1	3	6	
		Employee exposure	1	1	1	1	3	6	
		Stormwater discharge	1	1	1	1	3	6	
	<b>Tires</b> Storage and disposal of tires	Hazardous waste disposal	1	1	1	1	2	5	
		Tire disposal/recycle	1	1	1	1	2	5	
	<b>Vehicle Washing</b>	Stormwater discharge	1	1	1	1	3	6	
	<b>Vehicle Storage</b>	Stormwater discharge	1	1	2	1	3	7	
	<b>Oil/Water Separator</b>	Stormwater discharge	1	1	1	1	3	6	

State of Hawaii  
Department of Transportation –Airports Division  
Environmental Management System

**Aspects and Impacts Form  
Environmental Form #: EF-001  
LIHUE BASEYARD**

Issue Date:  
Revision Date:

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<b>Vehicle and Equipment Maintenance</b>		Solid waste disposal	1	1	1	1	2	5	
	<b>Batteries Lead Acid</b>	Battery disposal/recycle	1	1	1	1	2	5	
	Storage or use of lead acid batteries	Stormwater discharge	1	1	1	1	3	6	
		Spills/leaks on ground	1	1	1	1	3	6	
	<b>Engine cooling system</b>	Antifreeze disposal/recycle	1	1	1	1	2	5	
	Radiator flushing, repair of engine coolant unit	Stormwater discharge	1	1	1	1	3	6	
<b>Painting</b>	<b>Painting</b>	Spills/leaks on ground	1	1	1	1	3	6	
	Use of spray painting equipment, spray cans, brushes, rollers disposal	Employee exposure	2	1	1	1	3	12	
		Stormwater discharge	1	1	1	1	3	6	
<b>Refuse collection</b>	<b>Refuse Collection</b>	Solid waste disposal	1	1	1	1	3	6	
	Collection, transport and segregation of refuse	Stormwater discharge	1	1	1	1	3	6	
	<b>Green Waste</b>	Recycle Material	1	1	1	1	3	6	
	Storage and handling of grass cuttings or tree trimmings for compost								
<b>Vehicle Parking</b>	<b>Vehicle Parking</b>	Stormwater discharge	1	1	2	1	3	7	
<b>Structure storage</b>	<b>Structure Storage</b>	Stormwater discharge	1	1	2	1	3	7	
	Reusable structures made of metal, concrete, wood, plastic, or rubber. Eg. Concrete pilings, light poles, tires for fenders								

State of Hawaii  
**Department of Transportation –Airports Division**  
**Environmental Management System**

**Aspects and Impacts Form**  
**Environmental Form #: EF-001**  
**LIHUE BASEYARD**

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<b>Electrical</b>	<b>Battery replacement</b>	Spills/leaks on ground	1	1	1	1	3	6	
		Universal waste management	1	1	1	1	2	5	
		Stormwater discharge	1	1	1	1	3	6	
<b>Carpentry</b>	<b>Scrap wood generation</b>	Solid waste	1	1	1	1	3	6	
	<b>Hazardous Chemical</b> Storage and use of hazardous chemicals	Spills/leaks on ground	1	2	2	1	3	8	
		Employee exposure	1	2	1	1	3	7	
		Stormwater discharge	1	2	2	1	3	8	
<b>Ground Maintenance</b>	<b>Herbicide</b> Mixing, use and storage of herbicides	Air Emissions	1	2	2	1	3	8	
		Spills/leaks on ground	1	2	2	1	3	8	
		Employee exposure	1	1	1	1	3	6	
	<b>Fertilizer</b>	Stormwater discharge	1	2	2	1	3	8	
	<b>Rodenticide</b> Use and storage of insecticide or rodenticide	Stormwater discharge	1	2	2	1	3	8	
		Spills/leaks on ground	1	2	2	1	2	7	
		Employee exposure	1	2	2	1	2	7	
<b>Fueling</b>	<b>Fuel Dispenser Operation and Maintenance</b>	Stormwater discharge	1	2	2	1	3	8	
		Spills/leaks on ground	3	1	1	1	3	18	
		Employee exposure	2	1	1	1	3	12	
	<b>Underground Storage Tank</b>	Stormwater discharge	3	1	1	1	3	18	
		Spills/leaks underground	1	3	2	3	2	10	

**SECTION C**  
**COMPLETED OBJECTIVES AND TARGETS (EF-004)**

3/10/2009

<b>State of Hawaii</b> <b>Department of Transportation – Airports Division</b> <b>Environmental Management System</b>
<b>Noncompliance Documentation Form</b> <b>Environmental Form #: EF-007</b>

Issue Date: Revision Date:	Revision Number: Approved By:
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The following Noncompliance Documentation Form will be completed in accordance with EP-012 (Internal Compliance Auditing).

Following completion of the compliance checklist (EF-006), the Maintenance Baseyard Supervisor will prepare this Noncompliance Documentation Form. The completed Compliance Checklist and Noncompliance Documentation Form will be delivered through the chain of command, as listed in the Compliance Checklist flowchart for each Maintenance Baseyard. The Division EMS Coordinator will review the completed Compliance Checklist and Noncompliance Documentation Form. The Maintenance Baseyard Supervisor will inform the Division EMS Coordinator of all corrective actions that were completed to address the deficiencies found.

Checklist Item Number	Violation	Plan for Correction	Actions Taken	Verified and Closed Date

New 3/10/2009  
 1 Pages to replace —  
 Old

**State of Hawaii**  
**Department of Transportation – Harbors Division**  
**Environmental Management System**

**Noncompliance Documentation Form**  
**Environmental Form #: EF-007**

Issue Date:  
Revision Date:

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STATE OF HAWAII DEPARTMENT OF TRANSPORTATION HIGHWAYS DIVISION		ENVIRONMENTAL FORM FOR STANDARD MAINTENANCE OPERATIONS, HIGHWAYS ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)	
FORM NO.  EF-007	SUBJECT  NONCOMPLIANCE DOCUMENTATION FORM		
ISSUE DATE	REVISION DATE	REVISION NO.	APPROVED BY

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